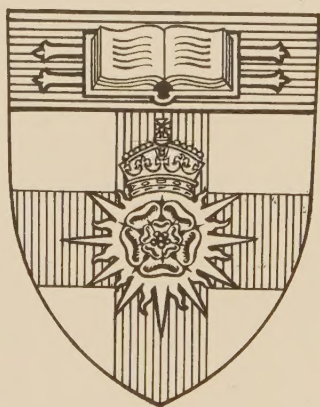


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Archives: Society and Profession¹

By WAYNE C. GROVER

National Archives and Records Service

AMERICAN archivists sometimes find it painful to be reminded, as we are here at Williamsburg, of the recency of our past. One of our foreign colleagues once brought this unhappily to the attention of an assemblage of American archivists by remarking that he felt that all records after the thirteenth century were somehow crowded and just a bit vulgar.

Many of you will remember the paper Theodore Pease read at one of our early meetings in which he twitted us about our subconscious medieval attitudes:

We remember how a generation ago we humbly knocked at the door of European archival science and begged to be taught the way of life. We were handed treatises and papers that talked of rolls and charters, things that we had never seen, which offered no enlightenment as to what to do with scores of packing cases full of paper forms slowly rotting in the musty atmosphere of courthouse and state house basements.

I am happy to report that we have recently acquired a roll of parchment at the National Archives. It is called the Articles of Confederation. We also have several other parchments that we insist are charters — in fact the very best of charters: the Declaration of Independence, the Constitution, and the Bill of Rights. No one, however, has questioned either the origins or the authenticity of these charters; and they are easy to read, so our skill in diplomatics is not likely to be overtaxed. Indeed, the documents seem still to be in quite active use — some controversy or other about the fifth amendment.

It would be a stubborn archivist in this country today who could in fairness be twitted about any medieval attitudes. We are pre-occupied now with matters that are far from medieval, and it is to the question of our attitudes and efforts toward the solution of contemporary record problems that I should like to direct most of my remarks. There could be no better place than Williamsburg to discuss such contentious issues.

The disturbing issue of recent times in this Society and in the

¹ Presidential address read at the annual meeting of the Society of American Archivists, Williamsburg, Virginia, September 13, 1954.

archival profession has been the proper relationship of archivists and archival agencies to what is variously called "records management," "records administration," or if you like, "record administration." What is involved is the extent of the archivist's interest, or lack of interest, in the administrative procedures and techniques that result in the creation and maintenance of records in current files.

There is room for debate on this subject and even more room for misunderstanding. The organizational situations in which American archivists work are so various, so different in size, opportunity, and environment, that we cannot hope for full and complete understanding. We read what others do, and sometimes we have the opportunity to see what others do, but we digest it largely in terms of what we ourselves do. We have common principles that guide us; but, as with so many other social science groups, our language is imperfect. I imagine even at this late date we could not agree precisely on what archives are. We certainly could not get a dozen people here in this room who could agree on exactly what activities are implied by the term "records management." Our very progress and movement, the rapid development of new activities and interests, muddies the terminological waters and inhibits understanding. Nevertheless, we must attempt to understand.

As a point of departure, I should like to quote the first president of this Society, the late Albert R. Newsome. That remarkable North Carolinian set the tone for our Society and for the American archival profession in his presidential addresses. His insistence on the importance of serving scholarship is an eloquent landmark in the history of our profession. If it were ever true, as he seemed to fear, that some European archivists considered scholarly interests to be of secondary importance and that we might be infected by such an attitude, he indeed nipped it in the bud. There is no country in the world, I believe, where you will find archivists more dedicated to the service of scholarship than in the United States.

In prescribing the relationship of archivists and archival agencies to administrative officials and their organizations, Newsome also made his position unmistakably clear. He asked:

In the American system of decentralized administration, is it prudent or practicable to entrust the fate of valuable public archives to thousands of public officials who are, in many instances, political in character, unversed in scholarship, unappreciative of the historical value of archives, uncertain but brief in their tenure of office, and comparatively inexperienced in the art of making and preserving records?

Assuredly not, he answered. Archivists, even though their primary interest lies in the archives in their custody, must in the defense of archives seek by education, legislation, and supervision to "require" administrators to do their bidding. In this view, the archivist was to be an Olympian character, ready in his spare time to solve any administrator's paperwork problems and prepared to throw his weight around in the process.

Now this might work in some localities, but it definitely did not work in the Federal Government. We found there were many problems, certainly, for which the administrators seemed to have no solutions. But we had none either. And the more we looked into the details, the more we came to suspect that the administrators and the public officials were more sinned against than sinning. The occasional advice of archivists working for someone else in another building down the block, however helpful, was not enough. The administrators needed the continuous, intelligent, and practical day-to-day assistance of specialists on their own staffs.

Thus arose the records administrators and records managers — specialists not only in the disposition of records, which now attracts so much attention, but in the numerous details of systems and procedures that go into the paperwork of any large organization. Their common link with the archivist is their interest in improving the quality and decreasing the quantity of an organization's records. But they are not archivists. They are specialists in their own right, usually placed near the top in the organizational hierarchy and able to demand fair pay. Like archivists, they are intent upon raising their professional standards and improving their training. Although these specialists are not archivists, they were developed under the auspices of archivists to fill the needs that Newsome, and others before and after him, have seen so clearly. They contribute to and improve the administrative methods and actions out of which archives are formed. In the Federal Government they are becoming quite numerous. They are spreading into business organizations and into State governments. The question is, then, is it time for the archivists and the records managers to part company?

There are arguments on both sides, needless to say. And also needless to say, the question has arisen not only in the minds of some archivists but also in the minds of the records management specialists themselves. I have heard the mutterings from both sides.

This Society has been remarkably adept at accommodating itself to the great variety of vocational interests and points of view represented in it. Archivists, manuscript curators, practicing histo-

rians, librarians, and now records management specialists, corporation secretaries, records administrators, commercial management engineers — all seem to sit together in reasonable harmony at these annual dinners. I should not bring the subject up at all if I did not believe that the Society may simply be drifting along the easy way when it should be moving definitely to take advantage of new opportunities — that it may, indeed, be drifting into a state of schizophrenia. We need to take a new look at the personality of this Society with a view to seeing what it can do in our American environment that will best promote archival interests.

Membership in the Society is theoretically on a restricted basis, the word "restricted" being used specifically in the constitutional provision relating to membership. The remainder of the wording of this provision, however, can be interpreted almost according to personal preference. As Philip Brooks stated in his address at Madison in 1951, the Council of the Society from the beginning has interpreted the membership provision liberally, despite the evident hope among some founders and members that the Society should consist of a "corps of archivists," on the model provided by some of the continental European countries. The Council in my opinion has acted wisely. Even now, 18 years after its founding, it would be difficult to put together an association of archivists, each of whose qualifications satisfied all others. Our "American system of decentralized administration," as Newsome put it, does not favor such a corps. The highly centralized continental systems of pre-appointment training, upon which the corps depends, are in turn dependent upon exclusive rights to place graduates in jobs. Our numbers are too few and our country far too large to hope for the establishment of any such closed system of training and recruitment.

As archivists, we do not have numbers and we do not have legal sanctions. Our only sanctions are proven competence to perform our work better than amateurs, a good reputation, and the slow processes of education. The practice of our profession does not affect the public health as does the medical profession. Only a few favored amateurs can design houses, and none can design bridges or skyscrapers. But anyone who can read and write can produce a narrative he is at liberty to call history. There is no law that says he cannot then designate himself a historian. Or he can gather up a collection of old telephone books, entitle them the archives of Podunk, and join the Society of American Archivists.

I do not mean to be frivolous, but Podunk is a long way out in

the country, and who is going to investigate his claims? Besides, we can use his membership dues to support the *American Archivist*.

Our Society is really no different from most other professional groups in the social sciences in this country. They all have the problem of raising and maintaining professional standards through training. We have made steady if unsensational progress in training. Even without the advantage of monopoly, American University has progressed so far as to find it worthwhile to offer a course of training that leads to a graduate certificate in archives administration. The Society's new Committee on Professional Standards and Training should be helpful in formulating and publicizing minimum standards of academic training and experience, not only for archivists but for other specialists in the field. I do not see how the restrictive clause in our constitution is at present helping to raise professional standards. On the contrary, we are simply making it possible for local civil service boards and others to be bamboozled into believing that a person becomes a qualified archivist by joining this Society.

The American Library Association, now more than 75 years old, has been fairly successful over the years in improving the professional qualifications of librarians. Its membership is open to all who are interested in its aims. Its problem now is that it is too large, but I should be happy to look forward to such a problem for this Society. The American Historical Association, the American Association of Museums, the American Economic Association, the American Statistical Association, the American Society for Public Administration, the American Political Science Association — in all these professional groups membership is open.

The Society of American Foresters, with a membership of about 10,000, limits full membership to graduates of accredited forestry schools who have taken accredited courses. Similarly the Association of American Geographers, with a membership of about 1,600 but with sources of income in addition to dues, has qualifying requirements. The membership of the Society of American Archivists at the moment, not counting institutional affiliates, is about 500.

In Spain, Holland, France, Belgium, and Germany the archival associations appear to be closed professional groups, with membership restricted. The British Records Association, however, states its membership qualifications as follows: "Membership is open to any individual or institution interested in records and in the aims of the Association, and all who care for the history of Britain as reflected in its wealth of records are invited to join."

The two American groups I mentioned, whose membership is restricted — the foresters and the geographers, — are in professional occupations involving programs that are supported and promoted, in the best sense of this word, by such important groups as the American Forestry Association, the National Geographical Society, and the American Geographical Society. We too have important sources of support in our professional parent, the American Historical Association, and in regional and State historical societies. But it seems to me that, here again, we as a Society may be drifting when we might better advance with more purpose.

No doubt our traditional supporters felt that we were well launched, nationally at least, when the National Archives Building was completed and this Society formed. They have watched us gain support and strength as service organizations within Government, maybe wondering sometimes what all the shouting was about but seemingly not too much alarmed. They are old and trusting friends, interested as always in the preservation of valuable records but feeling, I believe, that the initiative once exercised by the American Historical Association through its Public Archives Commission ought now to rest with us.

The Society of American Archivists is of course an outgrowth of the Conference of Archivists sponsored, beginning in 1909, by the Public Archives Commission. Its purposes, “. . . to promote sound principles of archival economy and to facilitate cooperation among archivists and archival agencies,” emphasize the development and interchange of professional and technical knowledge, as did the meetings of the Conference of Archivists. We have carried out these purposes, not spectacularly but adequately, in our meetings and particularly through the pages of the *American Archivist*. On the promotional side we have not done so well. I can recall no State or local records program, no archives building, that has come into being as a result of the efforts of this Society.

The Public Archives Commission enlisted the support of the outstanding American historians of its day. Moreover, it associated with it one or more of the up-and-coming young historians in each State — young men who obviously were destined to be future leaders of the profession and who had a firsthand knowledge of the local situation, a deep personal interest in the preservation of records, and a real desire to see their States in the vanguard of the archives movement. Through them the commission assembled the data it needed “to arouse proper action by State and local community” and encouraged local movements already under way. Indeed,

the commission sought the help of influential and interested citizens wherever it could find them. Above all, the commission had promotional fervor, and I need not recount to you how important was its contribution to the success of the archival movement in this country from 1900, when it was organized, until 1934 — the year Congress passed the National Archives Act — when it ceased to exist.

There is still need for work of the sort done or sponsored by the Public Archives Commission. At least half of the States still lack adequate records laws and programs; several have neither programs nor adequate archival depositories and agencies. The few States that do have good programs are those that started their work between the years 1900 and 1935. In addition, we could hardly say that our work is finished in such fields as business archives, church archives, university archives, and so on. It is only begun.

Isn't it our obligation to provide the focal points and the leadership to encourage orderly records programs and to see to it that proper facilities are available? If so, I believe we can be most effective if we arrange our affairs so that we can recruit into our ranks and put to work on our committees all the influential and interested citizens we can persuade to join — leading historians, business leaders, public officials, religious leaders, labor leaders, and anyone else who will assist us.

And not merely the leaders. I doubt whether any professional group in America today can be influential over the long run without a permanent, full-time secretariat. Lack of this is one of our main handicaps. Even recruiting members without restriction, following the line taken by our British colleagues, we must be realistic enough to admit that a membership sufficient to support a secretariat will be difficult to assemble. It would require each one of us to be a one-man membership committee and it would take several years of hard work to accomplish. But we need only to observe our brethren in the library field to see that such a secretariat, in this country, is the proper *modus operandi* when it comes to exercising influence, including the influence necessary to raise professional standards.

As you no doubt have suspected, my answer to the question of whether or not the time has come to part company — with anybody — is no. On the contrary, we need to bring more company into our ranks, to become imbued with the missionary fervor of the Public Archives Commission, and to combine it with the fervor for good records management that is attracting the attention of administrators in Government and out. It is folly for archivists even to think

of parting company, literally or psychologically, from the newly developed specialists in records management; and no less folly on the records management side than on the archival side. Our numbers are too few; our common interests too important.

It is not a Declaration of Independence that we need to consider here in Williamsburg, despite the precedent supplied for us by the Virginia Resolutions of May 15, 1776. The issue for us to consider is our interdependence, and I urge you to take the time to think it over carefully. A session at these annual meetings for the next year or so might well be devoted to papers on the purposes of the Society, so that we might listen to different points of view and thus hope to come to agreement in open discussion. Nothing is gained by backstairs muttering and complaint.

I would summarize my own views as follows:

When the Conference of Archivists was formed under the auspices of the Public Archives Commission, and when this Society was first organized as the successor to both, the solution of technical problems, the exchange of information on purely professional subjects, was most urgently needed. The need continues and will always provide the central theme for our meetings and most of the writings that go into the *American Archivist*. But the need to solve technical problems now seems to me far less urgent than the need to extend our opportunities to solve them—in places and organizations that have not as yet, unfortunately, seen the light.

To me our course is clear—to enlarge our membership, not restrict it; to reenlist the active assistance of individual historians; and in fact to open our committee doors and our counsels to leaders in all fields who will actively advance our cause. This cause is one upon which there can be no question of our common interest—the formation, preservation, and use of the archives of the greatest country in the world.

The Creation of the Franklin D. Roosevelt Library: A Personal Narrative¹

By WALDO GIFFORD LELAND

Director Emeritus, American Council of Learned Societies

ON December 11, 1938, the readers of the Sunday newspapers learned that on the previous day President Franklin D. Roosevelt had announced to a party of 18 persons assembled at luncheon in the White House a long-cherished plan to present to the United States his already vast accumulation of correspondence and other papers, documents, books, pamphlets, pictures, and objects of personal or historic interest. He proposed to place these collections in a building which should be erected at private cost, on a plot of land donated to the United States from the estate then owned by his mother, on the Albany Post Road about 5 miles north of Poughkeepsie, N. Y. At the same time he announced his expectation that the rest of the hundred acres or more between the Post Road and the Hudson River, on which the family residence was situated, would, as he expressed it, "eventually go to the Federal Government to be maintained for the benefit of the public." Both the intention and the expectation have been realized.

The luncheon guests included, in addition to Judge Samuel I. Rosenman and Mr. Frank C. Walker, university presidents Ed-

¹ This paper is based upon materials in the author's file, kept as chairman of the Executive Committee, which will be transferred to the National Archives in due time, and in a special file in the office of the Archivist of the United States. Included in these files are such documents as correspondence of members of the Executive Committee, lists of members of committees, lists of guarantors of the cost of building the library, surveys of materials in the White House, memoranda by the President, incorporation and bylaws of the Franklin D. Roosevelt Library, Inc., audit of receipts and expenditures of the corporation, transcripts of addresses at the cornerstone laying, November 19, 1939, and at the dinner of February 4, 1939, drafts of legislation, newspaper clippings, press releases, and the like.

"The Story of the Franklin D. Roosevelt Library" by Robert D. W. Connor printed in *American Archivist*, 3:81-92 (Apr. 1940), contains supplemental information and appraisal. The article by Herman Kahn, Director of the Franklin D. Roosevelt Library, on "Research Materials at the Franklin D. Roosevelt Library" in *American Archivist*, 12:149-161 (Apr. 1954), discusses the justification of the library project and describes the special and unusual nature of much of the material. It supplements in an important way the present article.

mund E. Day and Frank P. Graham; university professors, past or present, William E. Dodd, Frederic L. Paxson, Helen Taft Manning, Charles A. Beard, Felix Frankfurter, and Samuel Eliot Morison; librarians Randolph G. Adams and Julian P. Boyd; the Archivist of the United States, Robert D. W. Connor; the New York State Historian, Alexander C. Flick; and Archibald MacLeish, Stuart Chase, Ernest Lindley, and Marguerite Wells, the last being president of the League of Women Voters.

Of these, Judge Rosenman, Frank Walker, and Robert Connor were to have responsible parts in carrying out the undertaking. The first, closely associated with Roosevelt for many years and editor of the President's official papers, was said by the latter to be more familiar than anyone else with his collections; the second, Frank Walker, lawyer, corporation director, university trustee, former treasurer of the Democratic National Committee and later to be its chairman as well as Postmaster General, was to perform the task of securing the necessary funds; while the third, Robert Connor, was eventually to have general responsibility for the custody and administration of the collections. The absence of any representative of the Library of Congress, however, seems extraordinary when one considers that the Library had long been the chief depository of the Washington, Jefferson, Jackson, and many other presidential papers.

The ostensible purpose of the luncheon was to obtain the advice and approval of representative historians and other scholars respecting the President's proposal, and this advice was reported to be entirely favorable and the approval unanimous. (But had it been otherwise I do not think it would have made any difference.) The luncheon was followed by a special press conference in the White House study, where the President, seconded by Judge Rosenman and Professor Morison, further explained and commented on the plan.

"Some of the more politically-minded of the correspondents," as the *New York Times* described them (Dec. 11, 1938), asked the President how he came to decide upon the plan *at this time*; but, in the words of the *Times* report: "clearly sensing what was behind the question, Mr. Roosevelt laughed and replied with utter ease that he had been considering what to do with his collections for the last three or four years."

Perhaps this is a point at which a personal opinion may be expressed. I am convinced that in December 1938 the President fully expected to retire to Hyde Park at the close of his second term of

office. There can be no doubt that he looked forward to such retirement with pleasure and even eagerness. I recall his saying to me that the happiest day of his life would be that on which he saw the Army trucks, loaded with his papers, leave the White House grounds bound for Hyde Park. There could be no doubt of his satisfaction in looking forward to installing himself in the library which he was planning, free to work on whatever interested him. He had the instincts and the active interests of the historian, as the earlier President Roosevelt had had, and he longed to indulge them; and he had the instincts of the collector, as well. I also recall, with amusement, that in July 1940, on the eve of the Democratic National Convention, the President's mother said to me, in the family home at Hyde Park, "You know, I think he's going to come up here and settle down next winter." When I said that it would be fine if he could do so, she replied "Yes; he ought to." I reported this conversation to her brother, Frederick Delano, who said, "She doesn't know a thing about what he's going to do, any more than the rest of us."

But to return to December 11, 1938. As I read the newspaper reports I remembered that a few weeks earlier my long-time friend Sam Morison had told me that the President wanted to house all his papers and related materials in a special building to be constructed for that purpose on his estate at Hyde Park, and had asked me what I thought of the idea. I replied that I didn't think much of it. If the Library of Congress was good enough for the papers of Washington and Jefferson and Jackson, wasn't it good enough for those of Franklin D. Roosevelt? Sam had said that he was of similar mind, and so I was surprised to learn that he had become an advocate of the plan. I was much more surprised, a day or two later, to find that I too was not only advocating the project but was actively engaged in efforts to bring about its realization.

This is how that change came about. On Monday, December 12, Bob Connor came to my office and informed me that the President hoped I would agree to be chairman of a small "Executive Committee" to plan the construction and organization of the proposed depository. Since my acquaintance with Mr. Roosevelt had been limited to two or three brief sessions of the Naval History Society, which had been held in his office some 20 years before, while he was Assistant Secretary of the Navy, I did not suppose that the idea of my serving in the suggested capacity had originated with *him*. I was not surprised later to learn that Morison and Connor were responsible for it.

I confess that I was at a loss for a reply, or rather as to how I could tactfully decline a request from the President of the United States.

"But Robert," I said, "you know I am a Republican."

"I know that," he replied, "and that's all to the good."

"Furthermore," I continued, "I don't think that I approve the idea anyhow."

His reply was that that was still better. A Republican who didn't think he approved of the plan was ideal, but he was sure that I would approve of it after longer consideration.

"And still further," I said, "I have to go to Europe in April for 2 months; and in August I am to go to South America for 4 months."

That was more difficult for him to talk down, but he assured me that I would probably get the project well under way before leaving for Europe and that he himself would carry on for me during my absence.

So I yielded my points, except on being a Republican.

The next day came a note from the President asking me to serve as chairman of the Executive Committee and to attend a luncheon at the White House with the other members of the committee on the following Saturday.

These other members, in addition to Bob Connor and Sam Morison, were Randolph G. Adams, librarian of the William L. Clements Library of the University of Michigan; Judge Charles E. Clark, just then in transition from the deanship of the Yale University Law School to the bench of the U. S. Circuit Court of Appeals; Helen Taft Manning, dean of Bryn Mawr College; and Stuart A. Rice, on leave from the University of Pennsylvania to serve as chairman of the Central Statistical Board.

It was necessary to prepare at once for the first meeting of the committee, which must be held before our luncheon conference with the President, barely 4 days later. A rapid analysis of the problem was in order; and this indicated that we must consider such matters as the functions and responsibilities of the committee, the relation of the proposed establishment to the Federal Government together with such new legislation as might be necessary, the various kinds and quantities of materials to be housed in the depository, their space requirements in architectural and structural terms, and the probable cost of the building and its equipment.

The Executive Committee held its first meeting in the office of the Archivist of the United States on December 17, with all mem-

bers present except Judge Clark, who had to be in New Orleans. We had much talk about the recommendations we should make to the President at luncheon and especially about the questions we should put to him. We agreed that our functions were advisory and that we should have no responsibility for raising funds, although we would be ready with moral support and arguments in favor of the plan and with suggestions as to likely "prospects" and the best approach to them, especially through academic and scholarly circles.

I suggested that the committee itself might have various expenses and I agreed to seek a small fund to meet them. Thanks to the sympathetic interest of President Keppel of the Carnegie Corporation, a grant of \$1,500 was made available for our needs; but we were not, I am glad to say, an expensive committee. I was able to refund to the Carnegie Corporation something like \$800 of its subsidy.

It was clear that new legislation would have to be enacted in order to enable the Government to accept the gifts of collections, land, and building and to provide for their administration. Dr. Connor undertook to see that this was drafted.

We had only vague ideas as to the nature and bulk of the various collections of papers, books, and objects; and we agreed that a rapid survey of them must be made at once by persons of special competence. Especially we needed an expert of the highest qualifications for advice on questions of design, construction, and equipment. Our choice inevitably was of Louis A. Simon, supervising architect of the Treasury Department, who had had responsibility for the magnificent National Archives Building, in which we were meeting.

These and other matters occupied our time and attention until the hour for luncheon at the White House. There we were joined by Judge Rosenman, Mr. Walker, and — as a surprise — Vice President Garner, who had returned from his long vacation or "walk-out" and who was meeting the President for the first time in several months.

We sat in our places at the round table, waiting for the President to arrive. In a moment he was wheeled down the hall and up to his seat in our midst. When he spied the Vice President there ensued a boisterous greeting with back-slapping and jovial quips. After lifting himself by his arms into his chair at the table, the President announced that his first Christmas present had been received; and as he spoke it was brought in for us to see. It was a mounted deer's head, the gift of the Vice President. Connor asked the latter if it

was the head of the tame deer that he was reported to have shot by mistake but was positively assured it was not.

As chairman of the committee it was my duty to direct discussion to the problems which we had been considering and on which we needed the President's advice. He took special interest in describing the nature and variety of his collections, agreed that a survey should be made by specialists, and explained what he had in mind as to the building itself. This he wished to be in the form of an open square, of natural field stone, one story in height with a high-pitched roof, and in an architectural style that he termed Dutch colonial, referring to the recently constructed postoffice building at Rhinebeck, some 10 miles above Hyde Park, as an illustration. He was eager that ample provision should be made not only for his papers and books but for the display of a vast number of miscellaneous objects, such as pictures, ship models, and articles presented to him; and he wished to include special rooms for his naval collections and for those on the history of Dutchess County. Especially he expressed the hope that members of his administration would be led to add their own papers to his, in due time.

He asked us to complete the membership of a National Advisory Committee, of which the persons who had lunched with him a week earlier would be the nucleus.

I reported to the President that the Executive Committee unanimously recommended that the name of the establishment should be the Franklin D. Roosevelt Library. At this he demurred; he would have preferred a name of topographical significance, and he did not wish the library to be a personal memorial. We supported our recommendations with realistic arguments; and in the end the President agreed, with apparent reluctance. After the luncheon our committee withdrew to the Cabinet Room, where we sat in the seats of the mighty and concluded our discussion.

The organizational setup of the operation quickly took shape. The Executive Committee, of 7 members, was to have general direction; the National Advisory Committee, of 30 members, historians and other scholars, was to supply a background of professional interest and competence and was to be relied upon for moral support and encouragement. A third committee, which already existed as a group and which we discreetly christened the Committee on Ways and Means, was made up of the 63 underwriters of the project, men of substance who had put up a collective guarantee of \$450,000. (We were, however, careful that this

evidence of Frank Walker's foresight should not receive publicity during the ensuing campaign for funds.)

The 30 members of the National Advisory Committee, each of whom was personally invited by the President to serve, included, besides those already mentioned as attending the luncheon of December 10, Guy Stanton Ford, president of the University of Minnesota; St. George L. Sioussat, chief of the Division of Manuscripts of the Library of Congress; Douglas S. Freeman; Herbert E. Bolton, of the University of California; Edwin F. Gay, of the Huntington Library; Ralph H. Lutz, of Stanford University, director of the Hoover Library; Bessie L. Pierce, of the University of Chicago; Walter P. Webb, of the University of Texas; Monsignor Peter Guilday, of the Catholic University of America; Harry M. Lydenberg, director of the New York Public Library; William E. B. Du Bois of Atlanta University; Mildred Thompson, dean of Vassar College; Robert C. Binkley, of Western Reserve University; Allan Nevins, of Columbia University; and Lothrop C. Harper — together with Basil O'Connor, Judge Rosenman, and Frank Walker.

Equally important as the committees and necessary to the achievement of their purpose was an operating agency. This was created, under the membership-corporation law of New York, as the Franklin D. Roosevelt Library, Inc. The forehanded Frank Walker had already drafted a certificate of incorporation with a complete set of bylaws; and these the Executive Committee examined and approved. Three of us — Sam Morison, Randolph Adams, and I — joined with Mr. Walker and Basil O'Connor to become the first trustees of the corporation. The certificate of incorporation was filed on December 22, with the consent of the Department of Education of New York State and that of Franklin D. Roosevelt to the use of his name.

The declared purposes of the corporation were to construct and equip a building or buildings at Hyde Park, or elsewhere, either for the corporation or for the United States, for the housing and preservation of such historical materials as Franklin D. Roosevelt might give, bequeath, or transfer to the corporation or to the United States, as well as any other acceptable historical materials; and to provide for the custody and maintenance of such buildings and historical materials, making the latter available to students, scholars, historians, teachers, and others until ownership and control should be taken over by the United States. The corporation had power to solicit, accept, borrow, invest, and expend money, and

to transfer property to the United States provided that adequate legislation should have been enacted for the acceptance of such property and for its permanent care and maintenance.

The Franklin D. Roosevelt Library, Inc., was thus not only an operating agency for obtaining funds and constructing and equipping a building, but it was also a hedge against the failure of Congress (most unlikely in 1939) to enact the necessary enabling legislation. In the event of such failure, however, the corporation would have been obliged to seek endowment or other permanent funds for the perpetual maintenance of the establishment.

The committees and the corporation got to work at once, carrying on their various tasks simultaneously.

Before architectural sketches could be made it was necessary to undertake a rapid survey of the probable contents of the building, in order to determine the various kinds and quantities of equipment that would be needed, such as filing drawers and other containers, exhibit cases, and bookshelves, and to estimate the requirements of the materials and their containers in terms of floor and wall space as well as in terms of accommodations for staff, researchers, and the visiting public.

To start with we had only the President's statement given to the press on December 10, 1938, in which he had described, in summary fashion, the nature of his collections but had given no indication as to their volume. The relevant paragraphs of this statement are quoted here in order to indicate the state of our knowledge before the survey was made.

Since 1910—or in other words for a period of twenty-eight years—I have carefully preserved all of my correspondence, public papers, pamphlets, books, etc. This includes all incoming material and copies of practically all outgoing material. These years cover my service of nearly three years in the New York State Senate; seven and one-half years as Assistant Secretary of the Navy, including the World War period and two trips to Europe; my business and legal correspondence; much political material between 1920 and 1928, including my campaign for the Vice Presidency, the 1924 Convention, and the 1928 Convention; my campaign for Governor in 1928 and 1930; all of my personal papers as Governor of New York, 1929-33; the campaigns for the Presidency, 1932 and 1936; and all of my Presidential papers from March 4, 1933, to date. . . .

I have also two rather specialized collections which are of some definite historical value: a collection of paintings, drawings, prints, manuscript letters and documents, log-books, pamphlets and books relating to the American Navy from 1775 to date; and a smaller collection of similar material relating to the Hudson River, and especially Dutchess County and the town of Hyde

Park. These collections would be placed in the proposed building, together with the public papers, etc.

I have also a very large number of books and pamphlets — far more than my children could possibly use — many of them inscribed by their authors to me. The bulk of these books would also be added to the contents of the building and, incidentally, they form the nucleus of a library relating to this period which would be available to students in the future.

The necessary surveys were undertaken at once, and the reports were communicated to the members of the Executive Committee on December 27. Fred W. Shipman of the National Archives, who appropriately was later appointed to be the first director of the library, surveyed the books and records in the White House and in the old State, War, and Navy Building, including Mrs. Roosevelt's file; he estimated a total volume of 6,117 linear feet or 4,774 cubic feet. In addition he reported 50 boxes of correspondence in Albany.

A special survey of oversize material suitable for flat filing was made by W. L. G. Joerg, then chief of the Division of Maps and Charts of the National Archives. This material consisted of Currier and Ives prints, prints picturing Revolutionary War personages, naval and nautical prints, engravings, and maps — occupying an estimated wall space of 1,000 square feet. It also included about 220 cubic feet of scrapbooks, photograph albums, clippings, pamphlets, and folio and other oversize volumes. If flat-filed, all this material would fill some 50 cases, occupying about 500 square feet of floor space.

The survey of museum objects was made by Laurence Vail Coleman, director of the American Association of Museums. He found 400 pictures, 37 ship models, and a vast number of smaller objects, such as gifts, "official tokens" and so forth. Dr. Coleman estimated that, if these items were compactly displayed, the equivalent of two rooms, 30 x 50 ft., divided into alcoves, would be necessary.

In addition to these surveys, Vernon D. Tate, chief of the Division of Photographic Archives and Research of the National Archives, provided a plan for a small photographic laboratory; and Arthur E. Kimberly of the National Archives submitted estimates of space necessary for cleaning and fumigating incoming material.

The surveys were limited to what was on hand and viewable, mostly in Washington. They could not include accurate estimates of materials located elsewhere, as for example in the Roosevelt mansion at Hyde Park, or in the town house in New York, or at Albany. They could only guess at probable increases, either by nat-

ural accretion or by gift; and, above all, they did not even imagine that President Roosevelt's term of office might extend beyond January 1941. We had little idea then, in the closing days of 1938, of the vast expansion that the collections were to undergo or of the great crowds of visitors who were to put such a strain upon the accommodations for them; but we agreed that the utmost possible provision, within the limits of available funds, should be made for future growth.

Using the information thus gathered, Louis Simon was at work on the preliminary plans before the end of December. The external appearance of the building — the open square, the "Dutch colonial" style — had already been prescribed by the President. Now it was possible to block out the interior — the stack space, the exhibit rooms, the research room, and the President's own study. In all this planning the President took an active part.

On January 5, 1939, Mr. Simon brought tentative sketches to the White House offices, where the President, Dr. Connor, and I studied them with him. This was only the first of many such conferences, for the President was always happy to take up pencil and pad and sketch out what he had in mind. On a hot July afternoon, when I had been summoned to the White House and the President, after all, had been unable to get around to our business, General Watson confided to me: "The President's awfully sorry; he simply can't make it today, and he wants to know if you could come again tomorrow. I *know* he'd rather talk over the plans for that library than do anything else."

So the following afternoon I found the President in his office, sleeves rolled up, collar unbuttoned, and doors and windows wide open to let in all the heat there was.

"Well," he greeted me, "we spent a lot of money air-conditioning this place, but they made a lousy job of it."

"Mr. President," I said, "I always understood that you have to keep the doors and windows of an air-conditioned room *shut*, and here they are all *open*."

"Oh, I know all about that," he replied, "but it doesn't make a damn bit of difference here."

That, I think, was the time we discussed the question of air-conditioning the library and decided that we would be content to install the pipes and conduits and would leave the rest of the equipment to a later date. It was easy to believe, on that summer afternoon in Washington, that it must be always cool at Hyde Park on the banks of the Hudson.

Early in January 1939 Bob Connor and I were asked to lunch with the President at his desk in order to have more time to discuss plans and problems. It was an interesting experience. First the gadgets and oddities that covered most of his desk top had to be cleared away to make room for our plates. A huge food warmer was then rolled in, which the President opened, burning his fingers. The menu included baked grapefruit, mushrooms and muffins, and gingerbread with whipped cream. We talked as we ate, for we had much to discuss. Would Mrs. Roosevelt place her papers in the library? The President said, "My Missus seems interested; I think she'll go along; I'll ask her." So we agreed that we would invite her to go along; and, I am glad to say, she has.

What sort of containers should we use for the correspondence and other papers? We settled for the buckram-covered fiber boxes in use in the White House. We decided that no papers in the White House should be destroyed before their transfer to the library and their arrangement and examination there. This was a point of considerable importance, for it had been customary for Presidents (with the exception of Herbert Hoover) upon leaving the White House to destroy substantial quantities of papers as having little or no value. The President repeated his hope that members of the Cabinet would place their own papers, or at least the relevant ones, with his, in the library; but he hesitated to invite them to do so. It was understood that Dr. Connor should make the approaches to them in this matter, in his capacity as Archivist of the United States.

Finally we discussed the problem of exhibiting the museum objects — the pictures, the ship models, gifts to the President, objects associated with his life, and the thousands of little gadgets of which those on his desk were examples. This was a matter in which the President was especially interested. I recall that in a later conference I expressed the fear that we might be allotting too much space to the museum functions of the library. To this the President replied, "Well, you know, if people have to pay a quarter to get into the library they will want to see something interesting inside."

More than two million persons have paid their quarters, and they have certainly seen much that is interesting and some things that are strange as well.

Perhaps this is the appropriate place for diversionary comment on the Franklin D. Roosevelt Library as a museum. The visitor is immediately impressed and perhaps a little overcome by the great variety of objects on display and by the immense number of them. Gifts from the governments and peoples of all countries, many of

them of great splendor and beauty, illustrate more vividly than written documents the central place that the President of the United States holds in the world of today. A big room in the basement is filled with every sort and description of the little things that are sent to the President by thousands of people. The room is appropriately called the "oddities room." Cigarette holders, donkeys, and figurines abound; and at the end of the room, facing you as you enter, is a heroic-size bust in *papier-maché* from a cartoon by Clifford Berryman — the head of Roosevelt, sphynx-like, with an 18-inch cigarette holder protruding from the mouth. The face seems to welcome you in jovial fashion to the exhibition of oddities and caricatures.

Nearby, in the "carriage room" are family vehicles, including a sleigh, said to have belonged once to Napoleon III, a family carriage of the tycoon era, and two iceboats; one of which the President sailed on the frozen Hudson in the winters of his youth. Part of the wall of the building had to be taken down to make possible the entrance of the other iceboat, a 48-footer that belonged to the President's uncle. It was with such objects in mind that Samuel Morison, in the address that he delivered at the library in 1941, on the occasion of its dedication, appealed to the friends and neighbors of the President not to donate their hair-trunks or similar family relics to the Franklin D. Roosevelt Library. I heard that the President was slightly irked by this admonition, but it had my complete approval. I understand that now the specially equipped Ford which the President drove has been added to the collections.

The museum objects are displayed in rotation, for it would be impossible to exhibit them all at the same time. They constitute a real problem and make the functioning of the library as a research center more difficult. But the entrance fees of the museum have contributed something like \$425,000 after tax deduction to a special income account that is drawn upon heavily each year for the work of the library. On June 30, 1953, the balance of this account was \$199,000, after expenditures during the fiscal year of \$37,400.

The plans of the building were developed rapidly, and by February 4, 1939, Mr. Simon was able to exhibit, at the dinner which opened the campaign for funds, tentative sketches including the plot plan, the floor plans, the elevations and sections, and a perspective drawing showing the library as viewed from the direction of the Albany Post Road. I hope that some time we may have from Mr. Simon an architect's account of his labors and of the part that the President personally took in them.

While the President was interested in all details of landscaping, construction, and equipment, and had much special knowledge of such matters, I think that the design of his study was all his own. He contributed the Dutch tiles that frame the fireplace; he designed little shelves that can be pulled out from the walls; he selected the furniture. In July 1940 he showed the room with pride to Mrs. Leland and me and eagerly asked her what she thought of it.

As plans for construction took shape, it became possible to estimate costs. By the end of January these were placed at approximately \$350,000, including equipment. In actual fact they were slightly over \$367,000.

How was this money raised? Some of it began to come in as soon as the President announced his plan. The first donation, of a dollar, accompanied by a letter of December 11 to the President came from a member of Boy Scout Troop 326 of Brooklyn, who said that he had "at present a great many things which I may add to your collection." Other letters from enthusiastic admirers also enclosed dollar bills, which were returned to the donors with appreciative acknowledgement from Marvin McIntyre, secretary to the President, and with the suggestion that they be sent to Frank Walker.

In his press conference of December 10 the President explained that the proceeds from his published writings received by himself and Judge Rosenman would be contributed to the library fund, making two precampaign donations of \$7,500 each.

It was the President's hope that the fund to be received would be made up largely of modest contributions. There was even talk of putting a ceiling of \$1,000 on them, but I do not think that this was done. Nor did we wish to make any public appeal for subscriptions. Raising money was the first function of the Franklin D. Roosevelt Library, Inc., and was the special task of the corporation's treasurer, Frank Walker. No one could have done it more tactfully or more successfully. It was agreed that the campaign should be opened with a dinner in Washington, attended by the President and by the members of the three committees. The corporation planned this affair and bore the expense of it. The dinner was held in the Carlton Hotel on February 4, 1939, with 55 persons seated about a horseshoe table. Since I was chairman of the Executive Committee it fell to me to preside and to serve as toastmaster. The speakers were Samuel Morison, Guy Stanton Ford, Basil O'Connor, Henry Morgenthau, Sr., and the President.

Professor Morison presented the historical background of the

project, telling what had happened to the papers of earlier Presidents of the United States. This was a story of great interest and even exciting in spots, recounted with characteristic brilliance and humor. Professor Morison told how the Washington, Jefferson, Madison, and Jackson papers had come to the Library of Congress; how papers of other Presidents had been scattered or destroyed; how those of the Adams's and of Presidents Hayes and Hoover were preserved in private or institutional libraries; and how those of Presidents Lincoln, Theodore Roosevelt, Taft, and Coolidge had come to the Library of Congress from their families, with restrictions on their use. In conclusion he said:

Thus, at Hyde Park, if these plans, as we hope and believe, are successful, it will be the first time that the collections and manuscripts of a President of the United States have been kept together in their entirety, without anything lost or destroyed, for the use of the historians and for the use of the generations of Americans who are to come after us.

Guy Stanton Ford then spoke with feeling and eloquence of the significance of President Roosevelt's papers as a record and an illustration of the democratic process:

It is my profound conviction that out of a library such as this, accumulated over the years by one who has been in the strategic position of the donor, will come a revelation of American life and thought, all the more valuable for these thousands and thousands of letters that come from people who unburden themselves about trivial matters; and that it will be, for the historians of the future, material out of which they will build a great, revealing picture of this Nation, which, suddenly, within the last few decades, has come to realize that youth has passed, that it has reached middle age, and that it faces problems that this democracy, on this continent, has not faced before.

Basil O'Connor followed with an appeal to those present to interest themselves actively in the realization of the plan. The project, he pointed out, would not be self-creating nor would it carry itself through automatically; "it calls for and needs money." He did not ask those present to turn themselves into "salesmen or agents," but he did ask for their moral support and their assistance in enlisting the interest of others.

Mr. Morgenthau, Sr., expressed his belief that there would be no difficulty in obtaining the necessary funds. He was sure that if the meaning of the plan was explained to the public they would rally to its support.

The President told, in an intimate way and in his happiest manner, of the beginnings and growth of his collections. He recalled that at the age of 20 he was elected librarian of the Hasty Pudding

Club at Harvard, and, having a small fund at his disposal, he sought the advice of a famous book dealer on Cornhill. The President continued:

One of the first things that old man Chase said to me was, "Never destroy anything." Well, that has been thrown in my teeth by all the members of my family almost every week that has passed since that time. I have destroyed practically nothing. As a result, we have a mine for which future historians will curse me as well as praise me. It is a mine which will need to have the dross sifted from the gold. I would like to do it, but the historians tell me I am not capable of doing it. . . . It is a very conglomerate, hit-or-miss, all-over-the-place collection on every man, animal, subject, or material. But, after all, I believe it is going to form an interesting record of this particular quarter of a century . . . to which we belong.

At the close of the dinner the sketch plans of the library were exhibited, and the guests gathered about the President to examine them and to listen to Mr. Simon's explanations.

The active campaign opened up at once, but, though active, it was very quiet; it sought no publicity and received little. Frank Walker, who had been unable to attend the dinner of February 4, because of the death of a near relative, started on a trip west in March, to solicit funds in a number of centers. On behalf of the Executive Committee I wrote to all its members and to those of the Advisory Committee, to bespeak their cooperation and to tell them of Mr. Walker's desire to meet with persons in the academic world and to have their advice and suggestions. I also wrote, more specifically, to certain members of the Advisory Committee and other university persons in the regions which Mr. Walker was to visit, asking them to arrange for conferences with him. Several of the conferences were very successful. At the University of Chicago Bessie Pierce organized a conference that was attended by several members of the faculty, including Charles E. Merriam and Prof. (now Senator) Paul H. Douglas. In Minneapolis President Ford was exceedingly helpful and furnished Mr. Walker with amusing comments on conservative and other attitudes with respect to the project. In Seattle, in San Francisco, in Los Angeles, and elsewhere, university people were equally cooperative. Many members of the Advisory Committee in other regions sent useful suggestions; and in these and other ways, such as by personal contributions, the committee fully justified its existence.

The campaign was successful in that the total of the contributions amounted to \$400,000. It was even more successful in that the contributions were made by some 28,000 persons.

The dinner of February 4 had been immediately preceded by the second and, as it turned out, the last full meeting of the Executive Committee. In this session several members of the Advisory Committee, who had come for the dinner, joined us and we had the benefit of their counsel. We reviewed the progress that had been achieved since December 17, examined the sketch plans, and discussed especially the drafted enabling legislation. Dr. Connor had been diligent to take this matter up with the Department of Justice, and a first draft of a joint resolution was ready by December 21, 1938, only 4 days after the first meeting of the Executive Committee. Amended drafts followed, and the President had suggestions of his own to make: he wished the library to be authorized to receive materials on loan, as well as to accept them by gift; he wanted the Treasury Department authorized to make its services available for the preparation of building plans, subject to reimbursement for the expense involved, but he insisted on a prior agreement with the Secretary of the Treasury that the reimbursement should not exceed \$10,000; finally, since the legislation was to authorize the acceptance of the Roosevelt residence, subject to life tenancy by himself, he wished to have it provided that the life tenant should continue to pay local and State taxes.

The final draft of the joint resolution was introduced in the Senate and the House of Representative on April 19, 1939 (S. J. Res. 118; H. J. Res. 268) and passed the Senate on the following day. In the House the Committee on Library held a hearing on May 7; no witnesses were called, but supporting written statements by several members of the Executive and Advisory Committees were incorporated in the record. The House Committee reported favorably on May 10. Two months later the resolution passed the House by a partisan vote of 231 to 124, after a lively debate, and was sent back to the Senate with minor amendments. It was finally approved on July 18.

The legislation deals with both the library and the residence. With respect to the former it authorizes the Archivist of the United States (1) to accept title to the land to be used as the site of the library; (2) to permit the Franklin D. Roosevelt Library, Inc., to construct a building or buildings on the site, to be known as the Franklin D. Roosevelt Library, and to landscape the grounds; (3) to accept for the library, as a gift, the historical materials donated by Franklin D. Roosevelt; and (4) to acquire other contemporary or relevant historical materials by gift, purchase, or loan.

The legislation also created a Board of Trustees consisting of the

Secretary of the Treasury and the Archivist, with the latter as chairman, and five other members appointed for life by the President. This board is authorized to accept gifts of personal property and to hold them, as trust funds, for the benefit of the library.

A significant clause provides that

The faith of the United States is pledged . . . that the United States will provide such funds as may be necessary for the upkeep of the said Library and the administrative expenses and costs of operation thereof, including the preservation and care of historical material . . . so that the . . . Library shall be at all times properly maintained.

The care of the building and grounds, at first assigned to the Public Buildings Administration, was transferred in 1946 to the National Park Service, which also administers the Roosevelt mansion. The administration of the library itself is a duty of the Archivist of the United States, for the library is a division of the National Archives and Records Service.

As soon as the enabling legislation was approved, the President in a simple ceremony on July 24 transferred title to the site to the United States. On August 11 the Archivist authorized the Franklin D. Roosevelt Library, Inc., to proceed with the construction of the building, and on September 5 the corporation let the contract to John McShain. Ground was broken on September 14, and on November 19 the cornerstone was laid by the President. On July 4, 1940, less than 19 months after the President had announced his plans, the completed building was turned over to the Government by the corporation, and the task of the Executive Committee was ended. A year later, on June 30, 1941, after the corporation had landscaped the grounds and equipped the building; and after a considerable number of museum objects had been installed, the library was formally dedicated and the exhibit rooms were opened to the public.

The following years were years of war, and the small staff of the library was reduced. The President transferred substantial bodies of material from time to time and these had to be processed and arranged. He himself, during his brief sojourns at Hyde Park, visited the library and gave advice and made suggestions as to many details. Various Government agencies, and especially the White House, called for documents and information, and there was no possibility of opening the library for purposes of research until May 1, 1946, when the search room was opened, but with restricted access to papers.

The death of President Roosevelt on April 12, 1945, created a

situation of much difficulty and urgency for the library. More than half of his papers, some 2,500 cubic feet, had not been transferred during his lifetime and were presumed to belong to his estate, leaving the transfers to be made by his executors. These had to obtain court permission to do so, since there was no mention of the papers in the President's will.

A problem of major importance was the identification of certain categories of papers which should not be given to the library or which should be given only with restrictions as to their use.

On this matter, the President had left a memorandum of July 16, 1943, addressed to the director of the library. In it he explained his intention of going through his personal or confidential files in order to select those which should never be made public, or which should be sealed for a prescribed period, or which dealt only with family matters and should be retained by the family. The memorandum stated that if he should be unable to carry out this intention he wished the selection to be performed by a committee of three: Samuel Rosenman, Harry Hopkins, and Grace Tully, or the survivors. Since Harry Hopkins died soon after the President, Judge Rosenman and Miss Tully had to perform the process of selection, which they did with the active assistance of the library staff.

By 1951 this long and difficult task had been accomplished, and it was possible to make the bulk of the President's papers, about 85 percent, available for research. A final ceremony in the library on March 17, 1951, the forty-sixth anniversary of the marriage of Franklin and Eleanor Roosevelt, celebrated this full realization of the President's plan.

In this rapid survey I have tried to show why and how this institution came into being. I have hinted at, but not discussed, the many issues which have been raised and which will long persist. By way of conclusion I should like to quote from two addresses delivered at Hyde Park on different occasions.

When the cornerstone was laid, in 1939, Archibald Mac Leish — who was then Librarian of Congress and who, in that capacity, did not resent the creation of the new library which was to hold much that might have gone to the older institution — said:

The records which will be collected here are the records . . . of an Era and a Time. They are the records of a period in which the strong and restless life of the American people refused to accept the world as it had been and demanded that the world become the world their longing could imagine. They

are the records of the speaking and acting of a man who, more than any other man, has been the Actor and the Speaker of this time . . . the man who demanded for his generation what his generation had the courage to demand. As such they have the unity which history remembers and even living men can see.

At the dedication of the library in June 1941 the President said:

It seems to me that the dedication of a library is an act of faith. To bring together the records of the past and to house them in buildings where they will be preserved for the use of men and women in the future, a nation must believe in three things:

It must believe in the past.

It must believe in the future.

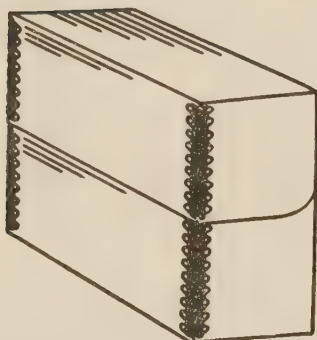
It must, above all, believe in the capacity of its own people so to learn from the past that they can gain in judgment in creating their own future.

. . . We hope that millions of our citizens from every part of the land will be glad that what we do today makes available to future Americans the story of what we have lived, and what we are living today, and what we will continue to live during the rest of our lives.

I will add only my own comment, from my address at the final ceremony, March 17, 1951.

Many will use these documents. Some will seek only to support one or the other side of controversies, to attack or to defend, to magnify or to belittle, and such users will be too often content to lift passages from their context and to distort their meaning. But the use of these collections to add valid and enduring knowledge will be the work of those who, competent in the patient and careful methods of research, have one purpose only — to know the truth.

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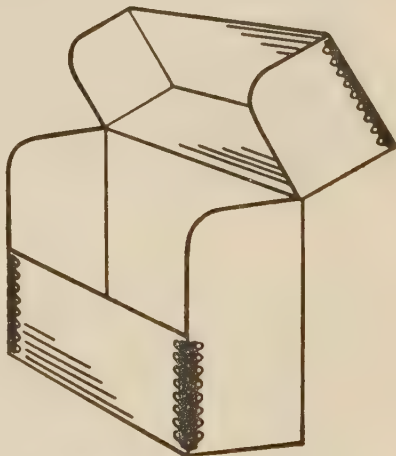
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The Safekeeping of Business Records in Europe¹

By ETIENNE SABBE

Archives de l'État à Anvers

BEFORE beginning this paper, I must convey the feelings of esteem of the Belgian archivists to the Society of American Archivists and hail, in its members, the mighty American Nation. There is reason for me to rejoice at my presence among you — because, for more than a quarter of a century, the United States and its scholars in particular have been in the van of the study of economic archives.

History, mirror of the past, studies the evolution of society from most varied points of view: political, cultural, religious, sociological, and economic. As H. Pirenne has said, "The historian is a man who loves life and can look at it." By that he meant that the historian must understand human activity in its most complete essence and must endeavor to build it up again faithfully, in the distant or the near past.

Now, surprising as it may seem, it is only since the end of the nineteenth century that historiography has tended towards that perfection. For a long time it confined itself preferably to the political view, rather than deliberately considering other expressions of the peoples' lives: art, sociology, economy.

The modern historian, impressed by a prodigious economic development, soon understood the importance of economics in contemporary society. Indeed, economics has never acted so powerfully on society as during the period that comprises the introduction of mechanism and the birth of great modern industry at the beginning of the nineteenth century. The progress of science has not only in-

¹ This article is the text, annotated, of a paper read at the annual meeting of the Society of American Archivists, at Detroit, Michigan, September 13, 1953. Besides giving a summary of the survey of economic archives published by the author in 1934, it contains a supplement concerning the period 1935-50. The text of the original survey, entitled "Les archives économiques," may be found in *Archives, Bibliothèques et Musées de Belgique*, 1934, pp. 7-33; *Revue d'Économie Politique* (Paris), 1935, pp. 1567-1568; and the article "Wirtschaftsarchiv," in *Archivalische Zeitschrift*, 44:113-130 (1936).

Mrs. Moens, R. Van Passen, and A. Jansen assisted the author in translating the original French text.

creased production a hundredfold but has also revolutionized civilization and has set it on new bases: economics has become the lever of the world, of the domestic life of different countries, of relations between nations. Rightly appreciating the incidence of economics on historiography, a French scholar has written that in future the historian will no longer study history with most attention to battles, political parties, and diplomatic treaties, but with consideration of economic plan.²

To draw up a perfect picture of our epoch, the historian will have to have frequent recourse to economic records; that is, to the archives of commercial, industrial, and financial concerns.³ This statement is not yet a truth accepted by all scholars. Too many historians are still under the delusion they can write history, especially economic history, by means only of government records and printed documents. Even in 1951 the Paris professor, Henri Germain Martin, expressed his conviction that the ever-increasing action of the state, the multiplicity of organisms for economic observation, and the abundance of the economic press and annuals have greatly facilitated the historians' tasks.⁴

That is an error against which we must fight. For the study of economic life, preference must be given to business archives rather than to government records, which must assuredly not be neglected but are decidedly not so suggestive. Many a historian has found that out to his own cost. To keep exclusively to administrative archives makes one run the risk of getting imperfect knowledge of events. Professor Ashton has expressed his opinion in formal terms: "differences of opinion may spring from differences in the source of evidence. . . . It is natural, that those who look at the period [of the industrial revolution] through Home Office records . . . should form a less favorable judgment than those whose work has been based on the records of business leaders. . . ." ⁵ Your learned compatriot, Henrietta M. Larson, adds: "Government publications are rightly used by the business historian sparingly and with sus-

² Ch. Schmidt, "Les archives économiques modernes," in *Revue de Paris*, May 15, 1926, p. 372.

³ *Ibid.* See also P. Leuilliot, "Les archives d'une banque contemporaine, ce qu'elles contiennent, ce que l'on peut en tirer," in *Annales d'Histoire Économique et Sociale*, 3: 369 (1931); B. Gille, "Les archives d'entreprises," in *Revue Historique*, Oct.-Dec. 1952, p. 186; and N. S. B. Gras, "Les affaires et l'histoire des affaires," in *Annales d'Histoire Économique et Sociale*, 3: 1-10 (1931).

⁴ H. Germain-Martin, *Cours de documentation et de méthode économiques*, 375 (Paris, 1951).

⁵ T. S. Ashton, "The Industrial Revolution; a Study in Bibliography," in *Economic History Review*, 8: 14-15 (1937).

picion, they are rarely original sources, and they are often intended to prove something rather than to present all the evidence."⁶

The study of the nineteenth century is rendered difficult by the fact that many economic records have been destroyed; this destruction has been facilitated by the indifference of the historians and the ignorance of businessmen themselves of the scientific utility of their records. About 1910, among some 100 banks of the Rhineland barely 5 had more or less preserved their records.⁷ In 1919, when the records of many German firms became the property of the Belgian state, only a few of them had records prior to 1900.⁸ No industrial power of Europe, either in England, Germany, or France, has kept anything of importance among the records of the pioneers of the industrial revolution of the nineteenth century.⁹

It is essential for European countries to gather what still exists today and to secure the future by safeguarding the industrial and commercial records from now on.¹⁰

That is the imperative and urgent task that historians and archivists have set themselves in many countries. Let us here remember a precursor of the good cause, Malachy Postlethwayt, who, as early as 1774 in his *Universal Dictionary of Trade and Commerce*, advocated the formation of a college of merchants whose care it should be to collect papers about Englishmen who had enhanced the renown of their country by their economic activity.¹¹

In fact, it was only at the beginning of the twentieth century that a systematic campaign was opened in favor of the safekeeping of such records. For this, credit must be given to Germany, where the efforts of Tille, Dochow, and Schwann met a favorable response from the German industrial élite¹² and from the Chamber of Commerce of Cologne, which in 1906 founded the Rheinisch

⁶ H. M. Larson, *Guide to Business History; Materials for the Study of American Business History and Suggestions for Their Use*.

⁷ M. Schwann, "Wirtschaftsarchive," in *Deutsche Wirtschafts-Zeitung*, 9:287-293 (1913).

⁸ *Les archives de l'État en Belgique de 1919 à 1930*, pp. 388-391.

⁹ T. S. Ashton, "Studies in Bibliography," in *Economic History Review*, 5:104-109 (1934); Gille, in *Revue Historique*, Oct.-Dec. 1952, pp. 190-191.

¹⁰ Ch. Schmidt, "L'organisation rationnelle des entreprises," in *Annales d'Histoire Économique et Sociale*, 2:65 (1930).

¹¹ I. Stuart Sutherland, "The Accounts of an Eighteenth Century Merchant," in *Economic Historical Review*, 4:367 (1932).

¹² A. Tille, "Neuere Wirtschafts Geschichte," in *Deutsche Geschichts-Blättern*, 6:193-195 (1901); V. Dochow, "Wirtschaftliche Archive," in *Jarbüchern für Nationalökonomie und Statistik*, 85:681-685 (1905); M. Schwann, "Wirtschaftsarchive," in *Deutsche Wirtschafts-Zeitung*, Zentrall Blatt für Handel Industrie und Verkehr, 9:287-293 (1913).

Westfälisches Wirtschaftsarchiv there.¹³ In October 1913 in the same city there followed the meeting of an Allgemeiner Wirtschafts Archivtag.¹⁴

This German action soon influenced Switzerland and Holland, where the Schweizerische Wirtschaftsarchiv was created at Basel¹⁵ and the Archiv für Handel und Industrie at Zurich,¹⁶ both in 1910, and the Nederlandsch Economisch Historisch Archief at The Hague in 1914.¹⁷

After the lull caused by World War I, propaganda was set going again. Then in succession came in 1923 the declaration of the Bayerische Akademie der Wissenschaften, urged by Professor Below; in 1925 at Boston the foundation of the Business Historical Society; in 1926 the appeal of the Academie des sciences morales politiques de Paris.¹⁸ Three years later, two new periodicals, the *Annales d'histoire economique et sociale* and the *Economic Historical Review*, the former in France, the latter in England, launched an enthusiastic contest, the effects of which caused the creation in London in 1934 of the Council for the Preservation of Business Archives.¹⁹ In Germany several studies relative to business archives were published between 1935 and 1942.²⁰

¹³ M. Schwann, "Die Aufgabe, die Organisation und die bisherige Tätigkeit des Rheinisch-Westfälischen Wirtschaftsarchiv zu Köln," in *Commission permanente des Congrès internationaux des Archivistes et des Bibliothécaires, Congrès de Bruxelles 1910; Actes publiés par J. Cuvelier et L. Stainier*, pp. 390-398. On pp. 393-394 is a list of archives acquired up to 1910.

¹⁴ Ch. Schmidt, "Les archives économiques modernes," in *Revue de Paris*, 1926, p. 372.

¹⁵ R. Wackernagel, *Des Schweizerische Wirtschafts-Archiv in Basel* (Basel, 1911); Ch. Schmidt, "Les archives économiques modernes," in *Revue de Paris*, May 15, 1926, p. 375; *Archivalische Zeitschrift*, 37: 281-282 (1928). See also a sketch of the contents of this depository by Et. Sabbe, "Les archives économiques," in *Archives, Bibliothèques et Musées de Belgique*, 1934. An inventory of the collections appeared in 1914 and 1919.

¹⁶ *Archivalische Zeitschrift*, 37: 282 (1928).

¹⁷ *Nederlandsch Archievenblad*, 24: 21 (1916); H. Hauser, "Les archives privées," in *Annales d'Histoire Économique et Sociale*, 2: 558 ff. (1930). This organization until 1943 published an annual *Economisch-Historisch Jaarboek, Bijdragen tot de Economische Geschiedenis van Nederland*.

¹⁸ Ch. Schmidt, "Les archives économiques modernes," in *Revue de Paris*, May 15, 1926, pp. 371 ff.

¹⁹ A. V. Judges, "The Preservation of Business Records," in *12th Annual Conference of the Association of Special Libraries and Information Bureaus*, Sept. 21, 1935, republished in *British Records Association*, 1: 8 ff.; A. V. Judges, "Wirtschaftsfakten, ihre Sicherung und Benutzung in England," in *Archivalische Zeitschrift*, 44: 131 (1936); *Annales d'Histoire Économique et Sociale*, 7: 448-449 (1935); H. Jenkinson, "Ziele und Arbeiten des Britischen," in *Archivalische Zeitschrift*, 44: 144 (1936). Dispersed English business archives are described by Sabbe in *Revue d'Économie Politique*, Sept.-Oct. 1935.

²⁰ A complete bibliography for Germany and neighboring countries (entries 63-150) has been published in *Archivar*, 3: 143-145 (July 1950).

Since the Second World War the campaign in favor of economic records has revived and has even extended to new countries — Finland, Sweden, and Denmark. In England, the works of W. H. Chaloner, *Business Records as a Source of Economic History With Special Reference to Their Selective Preservation in Libraries*, and F. G. Emission, *Business Archives; the Selection of Records for Retention*, once more drew the attention of the business world and of historians to the question.²¹ In Finland appeared, in 1947, a call by Otto Brenn, *Några synpunkter på vår firmanistika*. Åke Kromav, a Swede, published in 1947 a study about industrial records and in 1948 one about those of the banks of his country.²²

The problem of economic records figured on the program at the International Congress on Archives held in Paris in 1950. Yet, for lack of time, the debate was curtailed; and the reporter himself, Sir Hilary Jenkinson, upset his report.²³

From this quick survey it is obvious that even now, in most European countries, men of science are concerned about the conservation of economic records, in behalf of today's and tomorrow's historiography. If now we make up the final accounts of the practical results that have been achieved, we cannot but notice that, however encouraging they may be, they don't come up to the promoters' enthusiasm. Germany and France, the latter quite recently, have achieved the greatest success.

In Germany, the Rheinisch Westfälische Wirtschaftsarchiv has displayed, ever since its foundation in 1906, an effective activity. Having, before 1914, the disposal of an annual budget of 30,000 marks, this institution enabled the Rhein-Nordsee Schifffahrtsgesellschaft, the bank of Schaffhausen, the mines and blast-furnaces of Stolberg, the firm of Mathias Stinnes, and the railway directorates of Cologne, Essen, and Elberfeld, to deposit their records. Afterwards, the firms of Rautenstrauch and Co., Hugo Stinnes Schmidt, the Neuss Papierfabrik A. G., the Verein Deutscher Hussingwerke, and the bank Deichnau and Co., contributed to enrich its collections. During the last war these archives suffered heavy losses.²⁴

²¹ W. H. Chaloner, "Business Records as a Source of Economic History With Special Reference to Their Selective Preservation in Libraries," in *Journal of Documentation*, 1948, and *Genealogist's Magazine*, vol. 115.

²² Otto Brenn, *Några synpunkter på vår firmanistika* (Helsingfors, 1947); V. Dybdahl, "Ehrversankiver i undlander," in *Ehrvervshistorisk Arbog*, 1:19-34 (1949); Å. Kromnow, "Hur Man Ordnar ett Industriarkiv," in *Handledning utarbetad på uppdrag av Sveriges Industriförbund* (Stockholm, 1947).

²³ See the report of H. Jenkinson, in *Archivum*, 1:104-109 (1951).

²⁴ See the bibliography mentioned in note 13 and "Bericht über die Aufgaben, die Organisation und die bisherige Tätigkeit des Rheinisch-Westfälisches Wirtschafts-

The big German concerns, generally, understand the practical interest of creating a perfectly ordered record office and of entrusting professional archivists with management. That is the reason why, in Germany, there are so many *Werkarchive* — record offices of works and factories — which, however, are not all open to the public. Let us mention in the Ruhr: the Vereinigte Stahlwerke, Mannesmannröhrenventes, and the Gebrüder Böhler and Co., at Düsseldorf, the Hüttenwerke Ilsede-Peine, the Guttehoffungshütte at Oberhausen, which are said to be very rich, Hösch A. G. at Dortmund, Klöckener at Duisburg and the Deutsche Röhrenwerke A. G. at Mülheim. Some of them have suffered from bombardment or from humidity in provisional shelters. The records of the Bergwerkgesellschaft Hibernia A. G., at Herne, were completely destroyed.²⁵

The record office of Friedrich Krupp Aktiengesellschaft, whose prominent part in German economic and political life is well known, was the first among the archives of companies and concerns. Founded in 1905 and reorganized in 1938, it is not open to general searchers. Its contents have been the subject of a description in *Thünenarchiv*, 1909, and have been used for elaborating a history of the firm. This record office and its collections were damaged in 1945.²⁶

The records of the Siemens concern, founded in 1847 and having some 70 branch establishments in the country and some 110 abroad, with a total staff of 110,000 men, are very remarkable. Created in 1907, by Wilhelm von Siemens, to centralize the records of the Berlin factory and of the German branch establishments, the office, managed by a professional record keeper, covers a surface of 775 square meters in the building of the general administration and (in 1937) 3,080 meters of bookshelves. Though in 1907, before the foundation of the office, the records from 1849 to 1873 had been largely destroyed, the holdings are still very rich. They comprise 60,000 files, a considerable series of patents, 7,000 original or copied letters dating from 1841 to 1892, reports, papers concerning managers and staff, and a series of some 5,000 technical

archiv zu Köln" and "Dreissig Jahre Rheinisch-Westfälisches Wirtschaftsarchiv zu Köln; Festschrift" in *Archivar, Mitteilungsblatt für Deutsches Archivwesen* (1929 and 1937).

²⁵ "Lagebericht der Staats . . . und Wirtschaftsarchive der Britischen Zone," in *Archivar*, 1947, p. 39-40.

²⁶ K. Burhenne, "Betriebsarchive," in *Thünenarchiv*, 2:700 (1909); W. Berdrow, "Krupp d'après la correspondance et les archives de la maison Krupp, traduit de l'allemand par H. Beson, ingénieur-conseil," in *Collection d'études, de documents et témoignages pour servir à l'histoire de notre temps* (Paris, Payot, 1928).

drawings and photographs. According to regulations, several services are to deposit annually all documents over 10 years old. When handed in at the central record office, the documents with neither administrative nor scientific value are eliminated by the archivists. These records have supplied all necessary documentation for a scientific work of 1930, *Siemens Pionierarbeiten, Wirtschaftliche Ereignisse, 1847-1929*.²⁷

The records of the Allgemeine Elektrizität-Gesellschaft are restricted to the correspondence of Emile Rathenau, from 1880 to the beginning of the twentieth century, and to the proceedings of the Council of Administration. The other canceled business files are being gradually eliminated by the heads of the departments, without any intervention of archivists.²⁸

The records of the Deutsche Bank, an institution founded in 1870 to finance German foreign trade, are kept at the secretary's office and are closed to the public. What is called its Record Service is but a documentary office, containing printed documents.²⁹ Let us mention furthermore the Archiv der Bayerischen Eisenbahnen und Verkehrsanstalten in Nürnberg, incorporated in the Verkehrsmuseum.³⁰

In Eastern Germany, a regulation of April 27, 1950, relating to nationalization, orders the establishment of record offices for every factory or group of factories. These business archives will be subject to the jurisdiction of the Public Records Office, also in matters of disposal. However, it is to be noticed that a large part of the business archives of the eastern zone were destroyed at the very moment of the collectivization of the works. According to a report presented at the Congress of Archivists in Weimar in 1952, the application of the above-mentioned law would have supplied the archives of thousands of nationalized concerns to the public records offices of the Democratic Republic. In the factories themselves the archivists are given a proper preparation by means of cycles of courses the duration of which varies between 1 and 6 days. On

²⁷ K. Demeter, "Private Wirtschaftsarchive in Berlin," in *Archivalische Zeitschrift*, 44: 105-108 (1936); "Siemens Pionierarbeiten, technische Leistungen, wirtschaftliche Ereignisse, 1847-1829," published in 1930 as *Siemens-Archiv-Verwaltung*. See also the descriptive notes by Hölscher, appearing in *Siemens Wirtschaftliche Mitteilungen*, 1922, and Dr. Natales, "Technische Betriebsarchive," in *Siemens-Archiv und Siemens-Museum*, 1931.

²⁸ Demeter, in *Archivalische Zeitschrift*, 44: 108 (1936).

²⁹ *Ibid.*, 44: 108-110. It may be noted that the Archives Général du Royaume at Brussels has preserved the archives of the Deutsche Bank, Filiale Brüssel, 1911-18; see *Les Archives de l'État en Belgique, de 1930 à 1936*, p. 44.

³⁰ W. Leesch, "Archivgutschutz und Archivpflege," in *Archivar*, 1949, pp. 5-19.

the other hand, models of classification, worked out for each branch of industry, were imposed on the factories.³¹ In the course of the last years the Leipzig Chamber of Commerce has founded the Archiv für Wirtschaftsgeschichte, to receive the records from industrial and commercial concerns.³² The nationalization of banks and industrial and commercial concerns caused the system of decimal classification to be imposed throughout Czechoslovakia.³³

In France, the appeal issued in 1926 by M. Schmidt, Inspector of the Public Records, gave the impulse to the campaign for safeguarding economic records.³⁴ A ministerial circular letter of March 28, 1931, prescribed that archivists should negotiate with commercial houses and manufactories in liquidation, to make them deposit before liquidation such documents as might be useful to history.³⁵ Some departmental record offices saw their collections being extended in this way.³⁶ On the other hand, Rist and Lemaître founded in Paris, in 1933, the Institut Scientifique de Recherches économiques et sociales, "for better knowledge of the present time." This institution, however, confined its action to the collection of printed documents.³⁷

Palpable results have been achieved only recently, in consequence of the initiative taken by M. Braibant of France. On June 4, 1949, the Comité de sauvegarde des archives économiques was constituted, including statesmen, teachers, archivists, and leading personalities of commerce, finance, and industry. The new institution aims at permanent conservation of economic records and tries to acquire them or at least to be allowed to microfilm them.³⁸ At the same time, the Archives Nationales in Paris was enriched with a subsection of economic records, the management of which is under

³¹ J. Sydora, "Das Archivwesen der Deutschen Demokratischen Republik," in *Archivar*, 1951, p. 58; *Mededelingen van en voor oud-leerlingen van de Archiefschool te 's-Gravenhage*, no. 7, p. 8.

³² *Archivar*, 1950, p. 137.

³³ R. Schreiber, "Van Archivwesen der neuen Tschechoslowaki," in *Archivar*, 1950, p. 194.

³⁴ Ch. Schmidt, "Les archives économiques modernes," in *Revue de Paris*, May 15, 1926, pp. 367-385.

³⁵ G. Bourgin, "Les archivistes français et le travail d'histoire économique, in *Annales d'Histoire Économique et Sociale*, 4: 386 (1932).

³⁶ A. de Montessus de Ballore, *Index Generalis*, 1933, passim; Ch. Schmidt, "L'organisation rationnelle des entreprises," in *Annales d'Histoire Économique et Sociale*, 2: 66 (1930); note in the same periodical, 8: 545 (1936); Et. Sabbe, "Les archives économiques," in *Revue d'Économie Politique*, Sept.-Oct. 1935, p. 13; B. Gille, "Les archives d'entreprises," in *Revue Historique*, Oct.-Dec. 1952, pp. 188-193.

³⁷ *Rapport de l'Institut Scientifique de Recherches économiques et sociales*, 1933-34; *Annales d'Histoire Économique et Sociale*, 1940, p. 35.

³⁸ B. Gille, "Les archives d'entreprises," in *Revue Historique*, 1952, p. 186.

M. B. Gille, an enterprising archivist, with a Centre de recherches sur l'histoire des entreprises, managed by M. R. Gourmelon. The centre publishes a processed bulletin.³⁹

Another felicitous initiative came from M. Denizet, Record Keeper of the Navy Department of France — the foundation, in 1950, of a committee of historical documentation of the merchant-navy. This committee intends to safeguard the records of maritime firms and to publish a bulletin.⁴⁰

On a prospecting trip in several French departments, M. Gille, of the Archives Nationales, proceeded to make a census of the records of public services. The results were published in the *Révue historique*, October-December 1952.⁴¹ Here is the summary: the pitiful disappearance of many financial records, in consequence of the suppression of numerous private banks from 1929 to 1933; the mass destruction, too, of the records of the Lyon silk industry; the loss, during the last war, of most of the records of the commercial houses at Le Havre. As to records of the metal-working industries at Saint-Gobain, they disappeared sometime in 1914-18; those of Anzin in 1945. However encouraging they are, the positive results seem to be rather weak; and, indeed, the situation is the same in Germany, when compared to the whole of the national economy. M. Gille has made the following list:

Banks: Banque Seillières, inventory registers 1830-50, and correspondence with partners; a rich collection of the Banque Neufville, founded in 1800, with 3,000 volumes, 1808-1935. Banque Thunet, documents 1800-1839; Banque Camondo, registers of accounts, 1832-1917; Gouin at Tours, accounts from 1845; Banque de France, no organization or inventory.

Credit companies: Crédit Lyonnais, some records kept since 1863; Société générale, since 1862; Crédit industriel et commercial, since 1859.

Textile companies: Borel de Crest, scattered records, 1780-1830; Oberkampf (Drôme), 1763-1821; same situation in the wool factory Morin at Dieulefit.

Business houses: the Archives Nationales succeeded in gathering a dozen archival collections from great eighteenth-century firms, whereas fairly important archives about colonial plantations have remained the property of some families at Nantes and elsewhere.

Industrial archives: satisfactory preservation of the coal-mining archives, less complete, however, for the eighteenth than for the nineteenth century; also of the Montmort salt works in the Jura, which include documents from 1740 to the present; the archives of Savoie and Calvados include respectively those of the Moutiers salt works, eighteenth and nineteenth centuries, and the

³⁹ *Bulletin du Centre de Recherches sur l'histoire des entreprises*, Jan. 1, 1953.

⁴⁰ Gille, in *Revue Historique*, 1952, p. 193, n. 7.

⁴¹ *Ibid.*, pp. 185-204.

Littry salt-works, 1718-1879. M. Gille has drawn up short inventories of 84 metallurgic concerns, although numerous factories have destroyed their records. The modern big metallurgic companies have kept their abundant archives themselves. The archives of the Allevard Society, founded in the fourteenth century, fill a whole building; Le Creusot has kept its records since 1836; Givors since 1840. Many provincial record offices possess blast-furnace archives, dating from Clairvaux (Aubé), thirteenth through eighteenth centuries; Carrouges (Orne), nineteenth century; Ottrange (Moselle), eighteenth and nineteenth centuries; Belâbre (Indre), seventeenth and eighteenth centuries; and Doubvant (Haute-Marne), 1755-1829.

Records of railway companies, the Suez and Panama Canal companies, and the General Transatlantic Company show good conservation. Apart from these records, there are interesting records of shipowners at Nantes.

Many of these fonds have been acquired since 1949 by the Archives Nationales in Paris, where they form the series A-Q, of which an inventory was published in January 1953.⁴² There is also a fond of private commercial archives at the archives of the Aube, which since 1936 has had a numerical repertory. The archives of the Rhône (Lyon) hold the records of the Banque Guérin, complete since 1851. At the archives of the city of Nice are conserved the records of the Banque Colombo.⁴³

In England, the publication, about 1930, of histories of private enterprises, based on their archives, called attention to economic archives.⁴⁴ Thence came in 1934 the constitution of the Council for the Preservation of Business Archives, which grouped representatives of industry, commerce, banks, and the scientific world, with the object of discovering business archives, promoting their methodical classification, and making them accessible for searchers. The secretary, A. V. Judges, argued for the preservation of business records in September 1935, at the annual conference of the Association of Special Libraries and Information Bureaux, and also some time later at a meeting of the British Records Association. By circulating questionnaires the council was able to enumerate extant economic archives; the data constitute precious documentation and make access to the records easier for historians. The success, of course, is still limited; only rarely has the council obtained the deposit of such records in libraries and similar institutions. Moreover, the procedure may create troublesome dispersion, for instance,

⁴² *Bulletin du Centre de Recherches sur l'histoire des entreprises*, Jan. 1, 1953, pp. 36-40; *État Numérique de la Série A-Q des Archives Nationales*.

⁴³ Gille, in *Revue Historique*, 1952.

⁴⁴ Sabbe, in *Revue d'Économie Politique*, 1935, p. 1581; W. H. Chaloner, *Business Records as a Source of Economic History, With Special Reference to Their Selective Preservation in Libraries*, p. 7, n. 2, and p. 9.

the papers of Boulton and Watt were placed in three different institutions at Birmingham; and the University of Manchester retains the records of Herman E. Falk, 1820-93, and his son, founders of the Salth Union.⁴⁵ John Clapham, in order to elaborate the Jubilee-book of the 250th anniversary of the Bank of England, was allowed to examine the archives, otherwise not easily accessible for searchers.⁴⁶ In 1951, the British Transport Commission centralized the archives of the various transport societies.

In Holland, the problem of safekeeping the archives of private enterprises has been since 1914 in a fair way of realization, thanks to the foundation and the action of the *Nederlandsch Economisch Historisch Archief*, of which the library is situated in Amsterdam and the record office has been in The Hague since 1937. Its publication, the *Economisch Historisch Jaarboek, Bijbragen tot de Economische Geschiedenis van Nederland*, has unfortunately been suspended during and since the recent war. The *Nederlandsch Economisch Historisch Archief*, even before 1940, had remarkable collections, the most important of which are:⁴⁷

Banks: Stadniski and Henkelom, 1700-1913; Telders and Co. (The Hague), 1887-1914; Goll and Co. (Amsterdam), 1779-1826; Chabot (Rotterdam), 1840-1911.

Railways: Bataviaanse Ooster-Spoorweg Maatschappij, 1884-98.

Industrial undertakings: Industrial Company, 1777-1890; H. J. Raymakers (cotton-mills and linen factories, Helmond), 1840-71; Copper Foundry Vaasen, 1780-1869, J. and A. Le Poole (textiles), Leyden, 1860-1929; Brewery Het Scheepje Haarlem, 1818-75; Soda-Salt Factory van Eelde, Utrecht, 1798-1920; Soap-Works J. J. de Lange, Alkmaar, 1836-1937; Shipyards Feyenoord, Rotterdam, 1822-80; Society for Industry and Commerce, Haarlem, 1777-1913.

Business houses: *Nederlandsche Handelsmaatschappij*, J. H. van de Wall-Bake 1921-29; Society for Commerce and Industry, Rotterdam, 1853-63; *Overzeesche Hardhout Import Maatschappij*, Rotterdam, 1779-1932; *Loopuyt* (bank, corn-trade, distillery), Schiedam, 1778-1882; *Van Stolk* (corn-trade), 1855-1906; *Sybouts*, tea-trade, 1845-1900; ships' equipment, *Boisevin and Co.*, 1796-1882; and *Transvaalsche Handels Maatschappij*, Rotterdam, 1899-1909.

Professional organizations: Merchants' Association, 1827-60; Syndicate of Factory-workers, 1901-6; General Dutch Diamond Cutters' Association, 1893-1913; Cabinet-Making Works Society, 1885-1906; Railway-Staff Association, 1893-1920.

⁴⁵ See the publications mentioned in notes 19 and 21.

⁴⁶ J. Clapham, *The Bank of England; a History* (Cambridge, University Press, 1944. 2 vols.).

⁴⁷ *Economisch Historisch Jaarboek*, 22: 52-54.

Moreover, 33 professional organizations regularly deposited their archives; and several financial, industrial, and commercial undertakings sent their balance-sheets, proceedings, and circulars there.

In 1940 the Nederlandsche Zuid-Afrikaansche Spoorwegmaatschappij placed its archives in the charge of the Nederlandsch Economisch Historisch Archief for at least 25 years; consultation of these records will be profitable for the history of South Africa during the nineteenth century. During the Second World War the measures decreed with a view to recovering old paper incited the Netherlands Archives to issue a circular concerning the necessity of saving nineteenth and twentieth century archives. This initiative was followed by interesting acquisitions, among which were the archives of two Dutch daily papers, 1870-1923, and 1896-1926; the papers of the Transvalia Land Exploratie en Mijnmaatschappij, 1890-1927; those of the Hollandsche Societeit van Levensverzekering in Amsterdam, founded in 1907; and those of the Asahan Tabak-Maatschappij, founded in 1891 in the same town; and moreover the documentation of several technical offices and some factories.⁴⁸

In 1928, the city of Amsterdam published an inventory of the archives of the Bank van Leening, a pawnbroker's shop, dating from the seventeenth century to 1863, of which the city has taken charge.⁴⁹ Let us mention further, that a Dutch historian, J. Rogge, published in 1949 a volume of 422 pages, devoted to the history of the Van Eeghem firm from 1780 to 1914, whose spheres of interest were, among others, in California.⁵⁰

On the other hand, in the same country, the Archives of the State seems to have directed its activities to commercial archives. The Archives of the State at Middleburg conserves those of the *Commercie Compagnien*, 1720-1888, and the *Zeeuwse Spoorbootmaatschappij*, 1864-1913. The General Archives at The Hague conserves the archives of the *Nederlandsche Overzee Trustmaatschappij*, while those of *N. V. Maatschappij von Nassau en Lecq* are there on deposit.⁵¹

At Maastricht, in Dutch Limburg, the mine region of Holland, there was constituted in October 1940 a new group, the *Sociaal Historisch Centrum voor Limburg*, which strives to centralize for social history the archives of industrial and commercial enterprises,

⁴⁸ *Ibid.*, 22: 313-334.

⁴⁹ H. Hauser, "L'exposition d'histoire économique d'Amsterdam," in *Annales d'Histoire Économique et Sociale*, 2: 90-92 (1930).

⁵⁰ J. Rogge, *Het Handelshuis Van Eeghen* (Amsterdam, 1949), p. 422.

⁵¹ *Verslagen Omtrent 's Rijks Oude Archieven*, 2d series, 19: 54-56 (1946), 20: 59 (1947), 21: 63 (1948).

as well as those of professional organizations, either by purchase, donation, or loan.⁵²

On the excellent initiative of Dr. Graswinckel, General Archivist, and of the Mine Direction of the State, the General Archives of the Kingdom at The Hague has sponsored, every year since 1950, a course of lectures for the training of business archivists. About 50 are enrolled for each course. The archivists of businesses of Holland recently founded a private professional association, which will become, we hope, decisive as to what concerns the conservation of the records themselves.⁵³

The Schweizerisches Wirtschaftsarchiv, founded in 1910, held before the last war more than 100,000 bundles, partly bank and partly industrial archives, but chiefly printed documents such as balance-sheet accounts and circulars. According to the last report, 1941, the activity of this organization continues.⁵⁴

In Belgium, alas, practically everything that concerns business archives is still to be done: there is no organization for safekeeping, and no association of business archivists is assured. An embryo of economic archives, limited to the sequestered records of German firms, dates to 1920. This laudable initiative permitted the gathering of the archives of about 30 industrial enterprises — commercial houses as well as banks — especially of the Deutsche Bank, Filiale Brussels.⁵⁵ The depot has been without archivists since 1945.

Most interesting of these archives are those of the Société Générale de Belgique, conserved at the bank itself (and of which I have arranged the part from 1822 to 1870). These records constitute an inexhaustible mine for the history of the industrial and commercial expansion of Belgium in the nineteenth century.⁵⁶ Inso-

⁵² *Ibid.*, 22:117 (1949).

⁵³ *Ibid.*, 22:7 (1949), 23:7 (1950), 24:28 (1951). These lessons are now suspended. For the classification system of records of Dutch enterprises, see J. Silver, *Het Moderne Bedrijfsarchief, Zijn inrichting en toepassing*; L. Neher, K. Soesbeek, D. Dresden, and D. C. Renooy, "Debetekenis van de documentatie voor de leiding van het bedrijf," in *Nederlands Instituut voor Documentatie en registratuur*.

⁵⁴ R. Wackernägel, *Das Schweizerische Wirtschaftsarchiv in Basel* (Basel, 1911); *Katalog des Schweizerischen Wirtschaftsarchiv in Basel* (Basel, 1914, and supplement 1919); W. F. Wagner, "Das Schweizerische Wirtschaftsarchiv in Basel," in *Schweizerische Technische Zeitung*, 16:535 ff. (1941); R. Blenler, "Die Bestände des Schweizer Wirtschaftsarchiv," in *Schweizerische Technische Zeitung*, 16:539 ff. (1941).

⁵⁵ *Les Archives de l'État en Belgique de 1919 à 1930*, pp. 347-372, gives a descriptive list of the series. See also *Les Archives de l'État en Belgique de 1930 à 1936*, pp. 42-44; and Sabbe, in *Archives, Bibliothèques et Musées de Belgique*, 1934, pp. 21-23.

⁵⁶ *Ibid.*, pp. 25-27; *La Société Générale de Belgique, 1822-1920*, a book published for the centenary of this institution.

far as the archives of the Banque Nationale de Belgique are concerned — for which I established a project for reorganization and arrangement — few records still exist of the nineteenth century and early twentieth century of this vital organization, founded in 1849. Still, the extant records enabled P. Kauch to publish a substantial history of this financial institution, on the occasion of its centenary.⁵⁷

The Antwerp Municipal Record Office keeps among its records of bankrupts' estates, invaluable documents of business houses, besides the archives of the General Indian Company, 1723-77, and those of the de Pret firm, the oldest of which date back to 1671. The Plantin Museum keeps the archives of the famous Plantin printing office.⁵⁸

At the Archives Générales du Royaume (General State Record Office), in Brussels, are to be found the archives of the principal Belgian chambers of commerce, as well as those of the Limited Liability Company of the Charleroi Canal, 1839-69.⁵⁹ The d'Arenberg archives, deposited at the same office, contain documentation concerning the lead mines at Vedrin and Marche-les Dames.⁶⁰

The Brussels and Ghent municipal record offices also possess some papers referring to private economic life. The latter keeps important archives regarding the linen factory la Texas, founded in the early nineteenth century.⁶¹ The Municipal Record Office at Nieuport owns an interesting documentation, originating from the company of codfishery in Ireland.⁶² R. Warocqué has bequeathed to the Belgian state several files concerning the Hainaut coal-mines, which are kept in the Castle of Mariemont.⁶³

In Austria, the action of the Österreichische Forschungs Institut für Geschichte der Technik, begun in 1934, with a direct campaign conducted with the concerns, stating the historic importance of their archives and giving directions for classification, was interrupted by rather recent events.⁶⁴ We are not informed about the con-

⁵⁷ P. Kauch, *La Banque Nationale de Belgique, 1850-1950* (Brussels, 1950).

⁵⁸ Sabbe, in *Archives, Bibliothèques et Musées*, 1934, p. 13.

⁵⁹ *Ibid.*, p. 12.

⁶⁰ Et, Sabbe, "Les archives des mines de Vedrin et de Marche-les-Dames," in *Annales de la Société d'Archéologie de Namur*, 42: 1-26 (1937).

⁶¹ Sabbe, in *Revue d'Économie Politique*, 1945, p. 1575.

⁶² *Ibid.*, p. 1576.

⁶³ *Ibid.*, p. 1575.

⁶⁴ J. Seidl, "Archivalienschutz in Österreich," in *Archivalische Zeitschrift*, 44: 162 (1936); L. Erhard, "Markblatt zur Anlegung von Betriebsarchiven, Entwurf des Österreichischen Forschungsinstitutes für Geschichte der Technik in Wien," *ibid.*, 45: 164-167 (1939).

dition of business archives in Poland, Romania, and Russia; in those countries the archivists before 1940 worked well, in favor of the safekeeping of business archives. After the First World War the Record Offices of Political Economy, Civilization, and Ethnology were founded in Moscow and Leningrad. These offices contain the archives of banks and commercial and industrial concerns. Before 1940, the archivist N. A. Rozkov inventoried the records of the Trechgor'naja Krasno Preserenskajo Manufaktura. On the other hand, on the initiative of Mrs. Paukratova, a commission was set up, whose purpose was the collecting of documents concerning the history of the Russian proletariat.⁶⁵

As concerns Italy, the government seems recently to have taken the initiative for the commercial organizations.

In Denmark, the idea of creating a central record office of business archives at Aarhus, conceived in 1942, was carried out in 1948. By then the office, headed by V. Dybdahl, contained 350 series of archives, of industrial, commercial, and agricultural companies, and roughly dating from 1670 to 1947.⁶⁶

In Sweden there is the record office of the Stora Kopparsberg Bergslag Aktiebolag, a mining company founded about 1820, the documentation of which, so far published in part, is accessible to historians.⁶⁷ In a recent Swedish publication of 1951, *Erhvervs-historik Arbog, Meddelelser Fra Erhvervsarkivet*, Bjorn Helanfrid describes the Holmens Central Arkiv and supplies information about Swedish business archives in general.⁶⁸

⁶⁵ O. Meisner, "Über das Archivwesen der russischen Sowiet Republik," in *Archivalische Zeitschrift*, 1929, p. 186. In Poland, N. Orłowski published in 1913 a study of the Polish iron industry based on the archives of business enterprises; see *Annales d'Histoire Économique et Sociale*, 6:262 (1934).

⁶⁶ A. Kromnow, "Affärsbankernas Archiv," in *Ekonomisk Revy*, 1948, pp. 18-19; V. Dybdahl, "Erhvervsarkiver i udlandet," in *Erhvervsarkivet*, 1:19-34 (1949).

⁶⁷ "A Medieval Swedish Mining Company," in *Journal of Economic and Business History*, vol. 2 (1930).

⁶⁸ B. Helmfrid, "Holmens Centralarchiv," in *Erhvervshistorisk Arbog, Meddelelser fra Erhvervsarkivet*, 2:81-106 (1951).

The Society of American Archivists Reports for the Year 1953-1954

MINUTES OF THE COUNCIL

July 24, 1954

The Council met at the National Archives, Washington, D. C., at 10 a.m., July 24, 1954, the president, vice president, treasurer, secretary, editor, and council members Robert H. Bahmer, Christopher Crittenden, and Leon de Valinger, Jr., attending.

The agenda as distributed July 6, 1954, was amended to read as follows: (a) committee structure and functions, (b) committee programs, (c) membership directory, (d) constitutional amendment respecting dues, (e) discussion of the desirability of authorizing State or local chapters, (f) the location of Society records, (g) consideration of a Leland portrait, (h) approval of new members, and (i) dues to the International Council on Archives.

The president reviewed the current committee structure and programs and, with a view to improving their usefulness, offered the following resolution, which was unanimously approved after extended discussion:

SOCIETY OF AMERICAN ARCHIVISTS COMMITTEE STRUCTURE AND FUNCTIONS

The committees of the Society of American Archivists shall consist of (1) administrative committees, (2) technical advisory committees, and (3) general promotional committees.

Administrative committees are established to carry on the internal business of the Society. They consist of the committees on auditing, local arrangements, membership, nominations, and program.

Technical advisory committees are established primarily to keep abreast of new technical developments in the field to which the work of the committee pertains; to keep the membership informed of significant developments through articles or news notes published in the *American Archivist*; to answer inquiries referred to them; to offer advisory services to any organization or individual, and to provide articles and notes for any professional or trade publication, whenever this will further the purposes of the Society "to promote sound principles of archival economy"; to consider and act upon any matters referred to them by individual officers of the Society, its committees, or the Council; and to initiate such recommendations for action by the president, the Council, or the Society as may further the objectives of the Society.

Technical advisory committees have been established on audio-visual records, bibliography, buildings and equipment, international relations, microfilming, preservation methods, professional standards and training, and records management.

General promotional committees are established in order to extend the influence of the Society by forwarding its purposes among various kinds of record-producing organizations and by gathering and publishing information about the records and record-keeping practices of these organizations that will add to the fund of archival knowledge. The functions of these committees shall embrace all phases of record-keeping activities, including current records as well as noncurrent. The committees

will formulate their own programs and, if these are approved by the president, will take such action as may be practical to carry them out. General promotional committees are urged to keep the membership informed of the results of their work through the publication of articles and news notes in the *American Archivist*; and they are also urged to develop and disseminate information through any media that will influence the organizations they deal with to preserve their records of enduring value.

General promotional committees have been established on business records, church records, college and university records, labor union records, municipal records, and State records. The Committee on Municipal Records will be concerned with promotional work with municipal governments in cities having a population of 100,000 or more. The Committee on State Records will concern itself with the records of smaller cities, counties, and towns, in addition to those of State governments.

Coordination. Insofar as practicable, surveys requiring the distribution of questionnaires shall be undertaken only by or through general promotional committees when the contacts required are with types of organizations that are the primary concern of these committees. Technical advisory committees desiring to obtain data that can only be acquired through the circulation of questionnaires should coordinate their efforts with the chairmen of the appropriate general promotional committees. These latter committees also should inform each other of any proposed survey that is likely to duplicate or overlap the work of another committee, so that the committees will not arouse antagonism in the organizations approached but rather will work in concert to attain the objectives of the Society.

Membership. All members of the Society are invited and urged to file their preferences with respect to committee service with the secretary. Committee members will be selected by the president and, by his direction, appointed by the secretary. Except for administrative committees and the Committee on Professional Standards and Training, chairmen and members of committees will serve until notified by the secretary that they have been displaced. All members of administrative committees and the chairmen of all committees will be appointed or reappointed each year by the incoming president, except as otherwise specified in the constitution (for the Nominations Committee) and in this resolution for the Committee on Professional Standards and Training. The latter committee shall consist of all living former presidents of the Society. It will meet at least once a year during the annual meeting of the Society and, by majority vote of those present, shall elect a chairman from among its members.

In order that as many members as possible may participate actively in the committee work of the Society, the Council urges upon incoming presidents the desirability of making some changes among committee members and chairmen each year. In general, it is the sense of the Council that no individual should be asked to serve as chairman of the same committee longer than 4 consecutive years nor as a member longer than 8 consecutive years.

Reports and Records. Each chairman of a technical or general promotional committee shall submit a written report to the secretary by September 1 of each year. The report will summarize the work of the year ending as of the date of the report and will set forth briefly plans for the ensuing year. These reports will in turn be summarized by the secretary, who will read his summary at the annual business meeting. The secretary's summary will be published in the *American Archivist*, along with a summary of reports of administrative committees, the secretary's own report, and the reports of the treasurer and the editor of the *American Archivist*.

When submitting their reports, chairmen of committees will inform the secretary in a separate communication of any committee members who have not taken an active part in the committee's work.

Chairmen of committees are responsible for the records of the committees and shall turn them over to their successors promptly upon vacating a chairmanship. Records no longer required in the current business of a committee shall be forwarded to the secretary.

The treasurer, William D. Overman, submitted a preliminary report, which was accepted by the Council as submitted. Inasmuch as the treasurer's final report appears in the minutes of the annual business meeting, it was agreed that the Council minutes should not carry the preliminary report.

Ernst Posner, chairman of the subcommittee of the Council to consider revision of Society dues, submitted his report in response to the Council's request of September 15, 1953. The Council discussed at considerable length Dr. Posner's recommendations and, with some modification in the original recommendations, it was unanimously agreed that the Council should recommend revision of the constitution so that dues of an individual member would be \$6 a year and of an institutional member \$10 a year, and an individual member would become a life member exempt from further dues by a payment of a fee of \$100. It was further agreed that in view of the increased dues the Society would publish once every 3 years a membership directory as an increased service to the membership.

The president suggested the desirability of authorizing State and local chapters of the Society. Each member of the Council expressed his views in the ensuing discussion. It was agreed, however, that the matter would not be brought to vote at the meeting.

The question of a permanent location for the official archives of the Society was discussed but unresolved.

The Council agreed unanimously to establish a committee to be appointed by the president which would be authorized to accept funds for the commissioning of a portrait of Waldo G. Leland, as a tribute to him for his contribution to the archival profession. It was further agreed that the portrait should be hung in the National Archives.

The Council unanimously approved the list of applications for membership in the Society as submitted by the secretary.¹

After an exhaustive discussion the Council agreed to discontinue the annual \$50 grant to the International Council on Archives and hereafter to pay the so-called regular dues. In this connection the secretary was urged to circularize the membership with a view to encouraging greater participation in the international council.

The meeting adjourned at 4:15 p.m.

HENRY E. EDMUNDS, *Secretary*

MINUTES OF THE COUNCIL

September 12, 1954

The Council met at the Williamsburg Lodge, Colonial Williamsburg, Va., at 5:30 p.m., September 12, the president, vice president, secretary, treasurer, editor, and council members Robert H. Bahmer, Christopher Crittenden, Leon de Valinger, Jr., Morris L. Radoff, and Alice E. Smith attending.

The secretary presented the following names of applicants for membership

¹ The names of the new members referred to are printed in the October 1954 issue of the *American Archivist*.

in the Society: F. Clever Bald, Michigan Historical Collections, University of Michigan; H. W. L. Bowsfield, Manitoba Provincial Archives; Mary Comanto M., Social Security Fund, Panama; Everett L. Cooley, State Historical Society, Utah; David Reed Crippen, Ford Motor Company Archives; Cyrus N. Fraker, Department of the Army; Maria Estela Moreno de Grandi, Office of the Comptroller General, Panama; Mary Joe Head, Federal Records Center, Alexandria, Va.; Msgr. Frederic G. Heles, Archdiocese of Dubuque; Ralph E. Hruska, Service Pipe Line Co., Tulsa, Okla.; Edward T. James, Dictionary of American Biography; D. W. Kidd, Ford Motor Co. of Canada, Ltd., Windsor, Canada; P. M. Mitchell, Department of the Army; James T. Odell, Federal Records Center Annex, Honolulu, T. H.; Richard S. Parmenter, San Lorenzo, Calif.; Walter E. Post, U. S. Naval Records Management Center, San Bruno, Calif.; James Barton Rhoads, National Archives; Donald S. Rice, National Records Management Council; Edgar P. Richardson, Detroit Institute of Arts; Martin Schiller, Municipal Archives and Records Center, New York City; Carmelita S. Shea, National Archives; Frank F. White, Jr., National Records Management Council; Yan Jim Lum, Federal Records Center Annex, Honolulu, T. H.; and William Franklin Zimmerman, Federal Records Center, Alexandria, Va. *Voted*, to elect these applicants to the Society.

At the request of the president the Council heard David C. Duniway present and explain a proposal that the Society sponsor a State archives survey. Mr. Duniway's proposal was discussed at some length by all members of the Council. It was agreed that the president should appoint a committee of the Council to continue study of Mr. Duniway's recommendations and report its findings to the Council.

The president reviewed the accomplishments of his office and the Council, emphasizing the value of the interim meeting that was held in July. He made strong recommendations urging that such interim Council meetings be continued in the future.

The meeting adjourned at 6:30 p.m.

HENRY E. EDMUNDS, *Secretary*

MINUTES OF THE BUSINESS MEETING

September 13, 1954

The Society convened in its annual business meeting in the Game Room of the Williamsburg Lodge, Williamsburg, Va., at 8:30 p.m., approximately 100 members attending.

The report of the treasurer was read; it revealed that the Society was in good financial condition. In the absence of the chairman of the Auditing Committee, the president read the committee report, which, with the treasurer's report, was accepted and ordered to be placed on file.

Because the secretary was unable to be present, his report was deferred with the understanding that it would be published later in the *American Archivist*.

Ernst Posner, chairman of the subcommittee of the Council appointed to consider revision of Society dues reported that the Council unanimously voted on July 24, 1954, to recommend to the Society that section 6 of the constitution be amended to read as follows: "The dues of an individual member shall be six dollars a year; of an institutional member, ten dollars a year. An individual member may become a life member, exempt from further dues, by payment of a fee of one hundred dollars."

Dr. Posner explained that this amendment would raise the dues of *all* individual members from five to six dollars, abolish the reduced rate for foreign individual and institutional members, and eliminate the credit provision that formerly applied when persons became life members. He also pointed out that certain additional services, including the triennial publication of a Society directory, would result from the increase in dues, if voted.

After some discussion, it was *voted* to adopt the amendment to section 6 of the constitution as recommended by the Council.

Henry H. Eddy then read resolutions directing the secretary to address letters of thanks to the following organizations responsible for the success of the eighteenth annual meeting: Colonial Williamsburg, Inc., the College of William and Mary, the Institute of Early American History and Culture, the Local Arrangements Committee (through its chairman, Lester J. Cappon), and the Program Committee (through its chairman, Morris L. Radoff). *Voted*, that these resolutions be adopted.

Christopher Crittenden, chairman of the Committee on Nominations, presented the following slate:

For president — Morris L. Radoff.

For vice president — Lester J. Cappon.

For secretary — Henry E. Edmunds.

For treasurer — William D. Overman.

For council members — To fill out unexpired term of Morris L. Radoff, ending 1957 — Mrs. Dolores C. Renze. For term ending 1959 — David C. Duniway.

Nominations from the floor being in order, Wayne C. Grover was nominated by Mr. Ruddell to serve as council member in lieu of Mr. Radoff. There being no further nominations, on motion of Solon J. Buck, it was *voted* that the membership consider and vote separately for the candidates for each office. Following the balloting, the president announced that the entire slate proposed by the Committee on Nominations had been elected.

No further business being introduced, the meeting adjourned at 9:20 p.m.

KARL L. TREVER, *Acting Secretary*

MINUTES OF THE COUNCIL

September 14, 1954

The Council met at the Williamsburg Lodge, Colonial Williamsburg, Va., at 9:25 a.m., September 14, the president, vice president, treasurer, editor, and Council members Robert H. Bahmer, Leon de Valinger, Jr., David C. Duniway, Dolores C. Renze, and Alice E. Smith attending.

Invitations for the next annual meeting were considered, one from Dan M. Robison of the Tennessee State Library, Nashville, and the other from Earle W. Newton of Massachusetts. The invitation from Nashville was accepted. Other hosts there will be the Tennessee Historical Society, Vanderbilt University, and George Peabody College for Teachers.

In accordance with the decision made in the meeting of September 12, a committee of the Council was appointed to prepare plans for a survey of State archival needs and practices and to explore the possibility of financing this survey through a foundation grant. Mr. Bahmer was designated chairman of the committee; Mrs. Renze and Mr. Duniway are the other members.

The treasurer presented his budget and explained that inasmuch as it was based on expected \$5 dues instead of the newly authorized \$6, he would propose some changes. Approximately \$500 would be added to item 2, making the "receipts" total approximately \$5,955. He proposed that item 11, "purchase of bond," be deleted inasmuch as the Society was, in effect, saving money equal to interest on a bond by having a large sum in the bank. He also recommended, and the Council approved, that items 7 and 8 be increased. The budget was accordingly adopted, with the proposed changes.

Mr. Trever asked for suggestions as to expansion of the *American Archivist*. The Council discussed the value of expanded size, the addition of "features," and the importance of having the cumulative index completed and distributed. It was decided that Mr. Trever should consider all these proposals and submit his conclusions on them to the president, who will circulate them among the members of the Council.

The meeting adjourned at 10:10 a.m.

ALICE E. SMITH, *Acting Secretary*

ANNUAL REPORT OF THE TREASURER, 1954

Receipts for the year ending June 30, 1954, were \$6,035.04. Of this amount \$3,233.40 was received from membership dues; \$1,606.80 from subscribers; \$558.38 from the sale of back issues and from advertising in the *American Archivist*; \$476.46 net surplus from the annual meeting in Detroit; and \$25 from interest and refunds from advances made by the treasurer.

Expenditures for the fiscal year were \$4,631.06, of which the major items were \$587.87 administrative expense and \$3,702.94 for printing the *American Archivist*. Other items, including editorial expense, advances for annual meeting expense, and dues to the International Council on Archives, totaled \$340.25.

The difference between receipts and expenditures was \$1,403.98, representing the net gain to the treasury as of June 30, 1954. The bank balance on that date was \$3,194.47. After paying for the July issue of the *American Archivist* and deducting the permanent reserve fund, now amounting to \$872, the present working balance is \$1,897.59.

The favorable condition of the treasury and the gain over last year is due principally to the large surplus, nearly \$500 net, from the Committee on Arrangements for the annual meeting last year in Detroit, to a reduction in

administrative expenses over the previous year, and to the continued diligence of our editor in selling advertising space in our journal. The sale of back issues of the *American Archivist* continues to be a steady source of income. This year these sales amounted to \$264.24.

Since the last annual meeting the Society has had a net gain of 51 individual members, 1 life member, 8 institutional members, and 8 subscribers.

WILLIAM D. OVERMAN, *Treasurer*

BUDGET PROPOSAL FOR THE FISCAL YEAR 1955

	Yr. ending 6/30/53 <i>Actual</i>	Yr. ending 6/30/54 <i>estimated</i>	Yr. ending 6/30/54 <i>actual</i>	Yr. ending 6/30/55 <i>estimated</i>
1 Cash on hand July 1	\$1,530.02		\$1,790.49	\$3,194.47
RECEIPTS				
2 Membership dues				
Domestic	2,454.75	2,500.00	3,119.00	3,600.00
Foreign	105.18	110.00	114.40	
3 Publications				
Subscriptions	1,504.50	1,500.00	1,606.80	1,600.00
Other	597.72	590.00	558.38	500.00
4 Interest on bond	12.50	37.50	25.00	25.00
5 Annual meeting surplus	81.90		476.46	
6 Refunds from advances, etc.			135.00	100.00
Receipts (annual)	4,756.55	4,737.50	6,035.04	5,825.00
EXPENDITURES				
7 Administrative		800.00		1,200.00
Secretary's office	336.31		451.74	
Treasurer's office	299.29		54.98	
Committees, other	101.29		81.15	
8 Torch Press	3,618.65	3,600.00	3,702.94	4,500.00
Other publ. exp.			90.25	
9 Advance to local committee for annual meeting			200.00	
10 ICA dues	100.00		50.00	17.00
Refund (AASLH)	40.54			
Expenditures (total)	4,496.08	4,400.00	4,631.06	5,717.00
Cash on hand	1,790.49		3,194.47	
(Sgd.) MORRIS L. RADOFF	(Sgd.) HENRY E. EDMUNDS	(Sgd.) WILLIAM D. OVERMAN		
<i>President</i>	<i>Secretary</i>	<i>Treasurer</i>		

Approved by the Council Sept. 14, 1954.

The North Carolina Record Center¹

By CHRISTOPHER CRITTENDEN

North Carolina Department of Archives and History

WE ARE all familiar with the problem of the accumulation of records. We know that their volume has tremendously increased and that the matter has been seriously faced only in recent years, by the Federal Government, many of the States, and some counties and municipalities. The problem has been met in several ways: by immediate disposal, by transfer to archival establishments, by microfilming, and by the establishment of record centers. In North Carolina we have used all of these methods, but it is my purpose here to discuss primarily the record center.

About 15 years ago we happened to see in the paper one day that the Governor and Council of State had made an appropriation from the contingency and emergency fund for the erection of a warehouse at the State fairgrounds. We were not even consulted, for at that time we were not recognized as the State records administration agency. The warehouse was to be erected to house records of the North Carolina Emergency Relief Administration.

In due course the warehouse was built. It was nothing more than a brick shell some 150 feet long and 30 feet high. In it were one large area, 120 by 60 feet, and a smaller one 30 by 60 feet. It had only one floor. In one corner of the smaller area was a room that served as an office. The only heat was from a coal stove in the office. Plastering soon began to fall from the inside of the walls. The electric wiring was poor, and before long the current had to be cut off. Leaks developed under the doors, in the windows, and in the roof (which soon had to be replaced).

The Emergency Relief Administration records were moved into this ill-suited structure and were placed for the most part in transfiles on steel framework some 12 feet high, although several hundred filing cabinets were also used.

By an act of 1941, all these records were turned over to our department, as was later custody of the building. Thus we found ourselves with a superjumbo-sized white elephant on our hands. We made a survey and found some 10,000 cubic feet of records.

¹ A paper read at the annual meeting of the Society of American Archivists at Williamsburg, Virginia, September 14, 1954.

Fortunately we had a special fund with which to process these records, and with this we proceeded first to take an inventory and then to dispose of most of them.

In the meantime, various State agencies were in great need of space for records, and we assigned the space thus released to one after another. Within a few years all the available space was filled. As might be supposed, this setup was never entirely satisfactory. In addition to the defects already mentioned, the warehouse was poorly designed, the space was insufficient, and the equipment was hardly better than nothing at all.

Also, there was one very marked handicap. The warehouse was located on the State fairgrounds. As time passed, the pressure increased every year for us to move the records out so that the building could be used for the fair's purposes. The climax was reached when the fair's management obtained a tentative commitment from the Governor to move us out so that the building could be used for a chicken exhibit. We were able to point out, however, that the records could not be destroyed and that there was no other available fire-resistant building in which we could place them. The fair's people were not happy at the result, and we never did hear what happened to the chickens. But we had stood our ground, fowls or no fowls — fair or fowl, I might say. The records had been saved. *Venimus, vidimus, vicimus*. Indeed, *vicimus chickenses*. Which, being interpreted, may perhaps mean that we had emerged triumphant over the feathery flock. Truly we might claim that we had demonstrated the superiority of *homo sapiens* over *chickenses cacklentes*. (The significance of this victory will be doubly apparent to the Latin students in the audience, especially those of the canine variety.)

In the meantime, chickens or no chickens, we had been working for a more suitable record center. In due time the appropriation for it was made, and the building was erected at a cost of about \$300,000. We moved in last year. The structure is located three blocks from the Archives and about the same distance from the State Capitol and various State office buildings. It is two stories in height, of brick and concrete construction, 138 by 133 feet. The record center occupies almost the entire second floor, a total area of 18,354 square feet, divided into two almost equal areas. There are an office with some 400 square feet and a large freight elevator. The lighting is all that could be asked for. Fluorescent lights form an almost continuous line along each aisle between the records. We use no shelving or other such equipment. The records are

simply moved into the area and placed in filing cabinets or transfiles, back to back, with an aisle between the fronts of each double row. Space has been assigned to each agency that needs it. All records have been moved in from the old warehouse at the fairgrounds, which has thus been made available for other purposes — exhibits of barnyard animals, or what have you. Records have also been moved in from various other overflow areas and from the offices of a number of the agencies.

We do not permit records to be moved to the record center until the agency has provided or arranged to provide suitable filing equipment. To each agency is assigned a certain amount of space, as needed. The chief bodies of records in the record center at the present time, and their volume, are:

	Cubic Feet
Department of Agriculture.....	80
Department of Revenue.....	6,000
State Auditor	686
Industrial Commission	1,646
Department of Banking.....	633
Board of Education	3,504
Employment Security Commission.....	1,084
Board of Health	1,226
Department of Motor Vehicles.....	954
Department of Public Welfare.....	8
	15,821

Most of the space is filled, but some 504 square feet remains vacant. Under the scheduling and disposal procedures that have been and are being worked out, we estimate that this space ought to be sufficient for a good many years to come. In other words, we anticipate no large increase in the volume of records to be placed in the center. The problems of the agencies that have been so pressed for record space have been for the most part solved, and the procedure appears to be working smoothly.

We maintain a staff in the record center, and here are the headquarters of the State records control project, which is administered by our department. This project microfilms for a number of State agencies. Its program is coordinated with that of the record center. As a part of the records administration program we are preparing brief administrative histories of the various State agencies, with special reference to their records. In this connection we prepare a records inventory for each agency, together with disposal

schedules. At the present time we do not service the records in the center for all of the agencies; some of the agencies take care of that problem themselves.

Of the almost 16,000 cubic feet of records in the center at present, we anticipate that all will be disposed of eventually. From the tax returns, which are scheduled for disposal after only 5 years, to the individual case records of accidents and compensation, kept by the Industrial Commission, which will need to be preserved for the full lifetime of every person included, and from all the others, we expect that none will be transferred to the Archives for permanent preservation. Disposal will be 100 per cent.

A byproduct of the records administration program has been the greater recognition by other State agencies of the Department of Archives and History as an important department of the State government, rendering essential services to the other departments. This in turn has brought a better understanding and appreciation of other phases of the department's program, and by winning friends at court it has oiled the machinery for obtaining more adequate appropriations for the conduct of that program in its entirety.

For a good many years we in the Tar Heel State have taken the position that the entire records program, from the original creation of the records to their final disposal or transfer to the Archives, is all one — a complete unit which should not be broken up and handled by different agencies but which should rather from beginning to end be administered by the same agency. That is, both records administration and archives are part of a larger whole and administratively should not be divided.

In some other States, where such division has taken place, can it be (if I may raise a question) that on the one hand the archives people have perhaps laid too much stress on preservation, with the various techniques and procedures involved, while on the other hand the records administration people have been perhaps too ready to destroy, with their attention concentrated on how to reduce bulk, to make available more office space and the like?

My point is that a broad perspective is needed in handling both archives and records administration problems and that the top-level decisions should be made by officials who have the responsibility for handling both problems at the same time. Along this line would seem to lie the best possibility of obtaining a reasonable and sane balance between the preserve-the-record-for posterity, don't destroy-the-valuable-historical-materials point of view on the one hand, and the get-rid-of-the-useless-paper, work-for-business-effi-

ciency point of view on the other. It is possible to go to extremes in either field. If the same administrator has the function of cultivating both fields at once, it seems that he will be in a position to do a better job in both of them.

This is the policy that we have followed in North Carolina. We have not been disappointed by the results.

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The Place of the Register in the Manuscripts Division of the Library of Congress

By KATHARINE E. BRAND

Library of Congress

ON PAGE 7 of the preliminary "Rules for Descriptive Cataloging in the Library of Congress . . . for Collections of Manuscripts," which has recently been issued, there appears the following direction: "If the repository has on file an unpublished guide to the organization and content of the collection, this should be noted."

Well to the fore among such "unpublished guides" in the Library's Manuscripts Division is the register. This has become the very backbone of the Division's work in organizing collections of manuscripts for use. Its development, as was suggested in an article in the *American Archivist* for April 1953 has been gradual.¹ Registers were prepared, in the first instance, in order to maintain control over the Division's holdings and to aid the researcher in his use of material and the staff in replying to reference inquiries. Their use by readers and staff members has shown where improvements could be made. The labors of the Library's Committee on Manuscripts Cataloging over a 2-year period, and the rules which have emerged therefrom, have suggested other changes. The Division's experience both with the preparation and with the administrative use of registers has also resulted in valuable suggestions for revision. In consequence there have emerged, in fact, not only improvements in the register itself but also a new kind of instrument — the short-register, familiarly known in the Division as the "short form" — which is designed to control and describe material not sufficiently extensive or complex to warrant the preparation of a full-length register.

For each accession received in the Manuscripts Division, whether it be a single manuscript or a group of manuscripts, there is now prepared either a full-length register or a short-register. A col-

¹ Katharine E. Brand, "Developments in the Handling of Recent Manuscripts in the Library of Congress."

lection of personal papers, being as a rule both extensive and complicated, is likely to be described in a full-length register. This is true also of a substantial collection of records of a nongovernmental organization. But a single manuscript, or a small group of manuscripts, or even a considerable group in one simple series is, in most cases, described by a short-register. The sample "John Doe" registers (appendixes I and II, below) will suggest why this is so. The short-register consists of a mimeographed sheet, to be filled in by the processor; while the full-length register, which varies widely according to variations in the papers or records described, is prepared on plain sheets, according to a generally prescribed form and sequence to be sure, but without benefit of mimeographed headings. The same essential information, however, appears in both cases: title, accession number, date received, source, status, and so on. The information is assembled from various sources, one of the most important of which is the Division's case file, which consists, as its name implies, of case histories of manuscript holdings — that is, all the documents which have been created in the acquisition, custody, and reference use of each collection. When the register is completed, two copies go at once into the case file, one to bring the record up to date, the other to be available for interlibrary loan when donor restrictions permit.

In addition to their other uses, registers and short-registers are designed also to make necessary information quickly and easily available to the cataloger when the group cataloging of the vast holdings of the Manuscripts Division, according to the new rules, is begun.² In the full-length register, part I should furnish the cataloger with information necessary for establishing a main entry and title; physical description; location; reference to published descriptions and to indexes or other unpublished guides in the repository (of which the register itself is, of course, one); restrictions on access, if any; proprietorship of literary rights, when not dedicated to the public; and provenance. Parts III, IV, and V, or some combination of these, should furnish the information necessary for preparing added entries, references, and analyticals, for establishing the form of the document (if it is not original), and for writing scope and content notes. The short register should furnish the same information in capsule form.

The two deviate most widely in the description of the material itself. The register includes a carefully drawn description of series,

² See Robert H. Land, "The National Union Catalog of Manuscript Collections," in *American Archivist*, 17:199 (July 1954).

a container list, and in many cases a partial list of correspondents, but in the short-register a very brief description usually suffices. This may take the form of a list of letters or other papers, with dates and in some cases content notes, or it may be a paragraph description if the material does not lend itself usefully to list treatment. In either case, significant names and subjects are brought out in this section.

The form of registers and short-registers is, we think, extremely important, not at all because it purports to be the only correct method of procedure but because *some* established and standardized form is essential where so many different workers and so many different users are involved. The form that has been developed is proving to be adaptable, reasonably easy to prepare if the necessary information has been assembled, and usable from the point of view of the reader who comes to it in search of information.

We who have worked with manuscripts and have prepared these registers find that they serve as a useful discipline in the task of processing the material. The worker engaged in organizing a difficult and complex collection of papers is often much helped by keeping well marshaled in his mind the various kinds of information he will need for the completion of a register. The biographical note, which is ordinarily prepared in rough at the outset of an extensive processing task, will, if a chaotic group of papers is concerned, help the processor to find his way through the labyrinth by suggesting what he ought to look for and identifying material about which he would otherwise be uncertain. When he comes upon what appear to be series or parts of series he must watch for their structure, remembering that he will need to know this in drafting his description of series. As he records, on rough working cards, the dossier headings in a developing subject file, he will be inclined to execute even these working cards in the prescribed form so that a container list can be typed, in part, directly from the cards. And when, after the organization of the papers is nearly completed, the processor begins the drafting of the register, it happens more often than not that he must return to his volumes and boxes, must recheck his folder headings and his shelf reading here and there, in order to supply all the information upon which the "John Doe" sample insists. Short registers deal, of course, with far less complicated groups of materials, but they, too, often serve as a kind of check that the processor himself applies to his own work.

We are well aware in the Library's Manuscripts Division — as what overburdened repository is not? — that processing depends on

staff, and staff depends on funds. Occasionally, therefore, when interest in a large group of newly received material is unusually keen or when for some reason the papers must be used by readers before the staff has been able to complete their organization, it is necessary to do a partial processing job. In such cases we have experimented with the preparation of a partial register, that is to say, one which presents as much information as possible about the whole collection, in parts I and II, but which, in matters covered by the other parts, concerns only such of the papers as have actually been processed for service. This is a useful detour around a difficult situation, but we employ it only when we must, because it is dangerous. Such a partial register may, in spite of the fact that its incomplete character is carefully spelled out at the beginning, give the user a false sense of having sufficiently "covered" a group of papers; and it may tend also to give the Division itself an equally false sense of having completed a job! But if care is taken at both these danger spots, the partial register can at times serve a very useful purpose.

At all points it is necessary to emphasize, and emphasize again, the need for judgment. There are no hard-and-fast rules to cover every situation, much as one may wish there were. The "John Doe" whose papers are described in the sample registers obviously led an oversimplified life. The handling of his diaries, his general correspondence, his speech file, and the packet of papers assembled by his biographer is intended to *suggest* methods of handling similar and also other types of actual material in the papers of his flesh-and-blood counterparts. But this is a suggestion only. Every manuscript collection differs somewhat from every other manuscript collection. Although general principles and precedents that have been proved workable are of real help, nothing can relieve the manuscript worker from the necessity of using his own judgment. And nowhere is that more true than in the last and in some ways the most important step of all — the careful and intelligent recording, in properly prepared registers, of what has been done.

Two sample forms follow, both of which are now in use in the Manuscripts Division: a register; and a short-register. Both record the handling of the literary remains of that well-known and extremely useful figure, John Doe.

APPENDIX I: SAMPLE REGISTER

LIBRARY OF CONGRESS
MANUSCRIPTS DIVISION

[Form number]

Processed by: AJC

Revised 10/27/54

Date: 5-11-54

JOHN DOE PAPERS

Acs. ____; ___, ____

II-41-F, 4 to L, 3

The papers of John Doe, banker, cabinet member, and author, were deposited in the Library of Congress in 1930 and 1941 by Mrs. John Doe. In 1952 Mrs. Doe converted the deposit to a gift.

Linear feet of shelf space occupied: 110.5

Approximate number of items: 71,450*

For ten years, or during the lifetime of Mrs. John Doe, whichever period is shorter, the papers may be used only by permission of Mrs. Doe.

Literary rights in the unpublished writings of John Doe in these papers, and in other collections of papers in the custody of the Library of Congress, have been dedicated to the public, except that these literary rights are reserved to Mrs. John Doe during her lifetime.

A press release on the John Doe papers was issued by the Library of Congress on ____; a note appeared in the Library's *Information Bulletin*, ____; and the material was described on p. ____ of the Library of Congress *Quarterly Journal of Current Acquisitions*, ____ (Vol. ___, No. ___).

II. *Biographical Note*

1870	Born, Boston, Massachusetts
1891	B.A., Amherst College
1892-4	Harvard Law School
1895	Admitted to bar and began law practice, in Massachusetts
1900-12	President, Hamilton Bank, Boston, Massachusetts
1913-17	Secretary of the Treasury
1918-24	Chairman, Federal Reserve Board
1925	Died, Washington, D. C.

Author of: _____ 1914

_____ 1920

* A large group of pictures, mounted and unmounted, was transferred to the Library's Prints and Photographs Division; 16 maps to the Map Division; and 40 records of speeches to the Music Division. All of these are available for use without special permission.

III. *Description of Series**Con-
tainers Series*

- 1-15 Diaries. 1891-Aug. 1925. 15 containers.
In 32 bound volumes, chronologically arranged. The following volumes are missing: 1899; 1920; 1921.
- 16-176 General Correspondence. 1896-1925. 161 containers.
Letters sent and received. Chronologically arranged by months.
- 177-189 "Personal Correspondence." 1898-1925. 13 containers.
Letters sent and received. Alphabetically arranged by names of correspondents.
- 190 "Personal Correspondence" of Mrs. John Doe. 1905-25. 1 container.
Mainly letters received. A few handwritten copies of letters sent are included. Chronologically arranged by days.
- 191-195 Material Relating to the Death of John Doe. 1925. 5 containers.
Mainly letters received. Some newspaper clippings and several biographical articles are included. The clippings and articles have been segregated, but otherwise there is no arrangement.
- 196-225 Subject File. ca. 1880-1925 [mainly 1891-1924]. 30 containers.
Memoranda, reports, financial papers, maps, photographs, memorabilia, clippings, etc. All correspondence has been withdrawn and filed in the General Correspondence Series. The folders are alphabetically arranged by subject. There is little arrangement within folders.
- 226-250 Speech, Article and Book File. 1906-24. 25 containers.
Handwritten, typewritten, near-print, and printed copies or drafts of speeches and articles; also manuscripts and galley proofs of John Doe's two books. Chronologically arranged.
- 251-253 Biographer's Papers. ca. 1925-30. 3 containers.
Correspondence, notes, manuscripts, etc., relating to John Doe, assembled by Joe Doaks (who died in 1930 without having completed the biography of Doe). The correspondence has been separated, but otherwise there is no arrangement.
- 254-274 Scrapbooks. 1906-25. 21 containers.
Clippings from newspapers and magazines, mounted in 26 scrapbooks. The material relates to John Doe and his activities. The volumes are chronologically arranged, and there is general chronological arrangement within each volume.

IV. *Container List*

<i>Nos.</i>	<i>Contents</i>
1	Diaries. 1891-93
2	“ 1894-95
3	“ 1896-97
4	“ 1898, 1900
5	“ 1901-02
6	“ 1903-04
.	
.	
.	
16	General Correspondence. 1896-97
17	“ “ 1898
18	“ “ Jan.-June 1899
19	“ “ July-Dec. 1899
20	“ “ Jan. 1900
21	“ “ Feb. 1900
22	“ “ Mar.-Apr. 1900
.	
.	
.	
177	“Personal Correspondence.” A-B
178	“ “ B
179	“ “ C
.	
.	
.	
190	“Personal Correspondence” of Mrs. John Doe
191-4	Material Relating to the Death of John Doe. Letters Received
195	“ “ “ “ “ “ “ “ Clippings, etc.
196	Subject File. Agriculture, Memoranda re; Amherst College Alumni Matters
197-8	“ “ Budget Notes, 1913
199-200	“ “ “ “ 1914
201	“ “ “ “ 1915-16
202	“ “ “ “ 1917
203	“ “ Calendar Revision
.	
.	
.	

<i>Nos.</i>	<i>Contents</i>
226	Speech, Article and Book File. 1906-08
227	" " " " " 1909
228	" " " " " 1910-12
229	" " " " " Jan.-June 1913
230	" " " " " July-Dec. 1913
.	
.	
.	
251-2	Biographer's Papers. Correspondence
253	" " Notes, Manuscript, etc.
254	Scrapbooks. 1906-07
255	" 1908
256	" 1909
.	
.	
.	
274	" 1925

V. [*Optional Section*]*

Among the correspondents of John Doe are the following persons:

Calvin Coolidge	1923-24
Charles S. Hamlin	ca. 1906-20
Henry Cabot Lodge	ca. 1910-15
William G. McAdoo	ca. 1913-24
Elihu Root	1910-11
Woodrow Wilson	ca. 1913-23

Bases for Estimates

(for Staff use only)

Average number of items in letter-size metaledge container:	300
" " " " " legal-size " "	300
" " " " " 3-inch box-portfolio	150
Number of letter-size metaledge containers in 1 full press:	36
" " legal-size " " " " "	30
" " 3-inch box-portfolios " " " "	32 [or, if crowded, 36]
Number of linear feet per shelf:	2.42

*If more detailed information can be easily assembled by the processor (such as the approximate number of letters found in each case, or the specific dates of certain significant letters), such information may be added to this optional section of the register.

APPENDIX II: SAMPLE SHORT-REGISTER
LIBRARY OF CONGRESS
MANUSCRIPTS DIVISION

0127-4	<i>Processed by:</i> AJC
Revised 10/27/54	<i>Date:</i> 10-30-54
<i>Title:</i> John Doe Diary	<i>Ac. no.:</i> _____
<i>Addition to:</i> John Doe Papers	<i>Material rec'd. on:</i> _____
<i>Source:</i> Mrs. John Doe	<i>Location:</i> II-41-L, 4
<i>Status:</i> Gift	

Linear feet: 1.25 *Approx. no. of items:* 4 *No. of containers:* 4 (vols.)

Restrictions: For ten years, or during the lifetime of Mrs. John Doe, whichever period is shorter, the diary may be used only by permission of Mrs. Doe.

Literary rights: The literary rights in these diaries have been dedicated to the public, except that such literary rights are reserved to Mrs. John Doe during her lifetime.

Description: The diaries of John Doe (Secretary of the Treasury, 1913-17; Chairman, Federal Reserve Board, 1918-24), cover the years 1913-24 and are contained in 3 original autograph volumes and a photostat volume, reproducing a 4th autograph volume, the original of which is in the possession of Mrs. John Doe. The diaries include a number of detailed descriptions of Cabinet meetings; comments on the activities of the Federal Reserve Board during World War I and in the years immediately following; descriptions of social events; and a number of entries of purely personal and family significance.

A note on the John Doe diaries appeared in the *Information Bulletin*, ____.

[Note to staff: In rare cases it may be advisable to attach a separate biographical note, or a container list.]

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Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

Pioneer's Mission; the Story of Lyman Copeland Draper, by William B. Hesseltine. (Madison, State Historical Society of Wisconsin, 1954. Pp. xiii, 384.)

The name of Lyman C. Draper is one of the best known in the realm of American historical manuscripts; but hitherto the man has been not much more than a name, attached to the most famous collection in one of the Nation's principal repositories. Now Professor Hesseltine has transformed the name into a highly individual human being, and it is safe to say that no archivist—for such, in essence, Draper primarily was—has ever had a better or a more absorbing biography. In the course of documenting the wars of the Old West, Lyman Draper also documented himself minutely, and his abundant papers—medical prescriptions, financial memoranda, literary work sheets, and clippings, as well as notebooks, diaries, and an enormous correspondence—have permitted Mr. Hesseltine to paint a full-length portrait in which the last wart is clearly revealed. The brief eulogistic sketches by W. A. Croffut, R. G. Thwaites, and L. P. Kellogg were of course of slight utility for the writing of a life on this scale, and it is therefore based on primary sources to an exceptional degree. But the work of assimilation has been performed with entire success: every chapter is neatly constructed, the narrative has an easy flow, and there is not a dull paragraph.

The story that now emerges is an extraordinary one; the reader is recurrently astonished, or even brought to the verge of incredulity, at the things done or suffered by the corresponding secretary of the State Historical Society of Wisconsin. Unfortunately Mr. Hesseltine did not find his subject particularly sympathetic and has let his narrative take its coloring from the negative aspects of Draper's career. He calls Draper, at various times, "a gnome-like little man," "a vain little man . . . avid for praise and recognition," a "typical American promoter," who "missed no opportunity to advertise himself," and "an innovator rather than an originator," whose 384-page biography will only "serve as a footnote to the intellectual history of America." It is undeniable that Lyman Draper's life-long ruling passion was to write the history of the pioneer heroes of the Old Frontier in the grand Victorian manner, and to achieve the same kind of fame and rewards as Macaulay, Bancroft, Prescott, Motley, and Parkman. It is equally obvious that his achievement was of a very different kind and that this failure to obtain his heart's desire would naturally have resulted in a deep-rooted frustration and psychosomatic disturbances. That the best biographer he is likely to have should spend most of his book in rubbing it in is not necessarily unjust, but is certainly unkind.

The allowance that Mr. Hesseltine fails to make is that Draper was born, not into a lettered and well-to-do Eastern home like Prescott or Parkman, but into the physical poverty and cultural deprivation of a frontier farm. The hardships of the war just over when he was born in September 1815 probably had much to do with his spindly frame and vulnerable nervous system. His primary education was of the spottiest, particularly since his father Luke Draper was the kind of farmer who moved often and prospered nowhere; and when in his nineteenth year he entered a small Baptist college at Granville, Ohio, he found classical syntax of small interest or relevance. He encountered no first-rate mind or powerful personality during his formative years. With such handicaps, it is small wonder that he did not become the Western Macaulay; the marvel is that he conceived and dedicated his life to an intellectual ideal and was the only man of his generation who glimpsed that ideal and strove to organize his existence toward its fulfillment.

Draper "wanted to write, yet each effort to put words on paper made him nervous and physically ill" (p. 224). Taken absolutely, this is nonsense: Draper covered uncounted reams of paper with writing in a variety of kinds, and wrote and published with facility so long as the matter in hand was not a portion of his grand design, or was not history in the grand manner. Mr. Hesseltine is of course right in diagnosing a neurotic reaction, but he should have defined it as a kind of mental block in the face of a specific task, to which the subject feels himself inadequate or the grandeur of which overwhelms him. Political editorials, annual reports, lectures on education, critical essays, and epistles *ad infinitum* simply flowed from Draper's pen; but the life of Daniel Boone or of George Rogers Clark, after a few painful chapters, inevitably sent him to the hydropath.

And so, in default, he could be nothing more than the most indefatigable collector of books and manuscripts, interviewer, editor, and organizer of historical materials, exhibits, and activities—in other words, the outstanding archivist—of his time and place. These abilities, seldom overpaid today, received much lipservice but small remuneration in Draper's time. One could wish that Professor Hesseltine had been more willing to accentuate the positive and to present Draper's faults of omission as a somber undertone rather than as strident and overriding blues.

DONALD H. MUGRIDGE

Library of Congress

The University of Virginia Library, 1825-1950; Story of a Jeffersonian Foundation, by Harry Clemons, with a foreword by Dumas Malone. (Charlottesville, University of Virginia Library, 1954. Pp. xx, 229. Illus. \$5.)

Harry Clemons, librarian of the University of Virginia's library from 1927 to 1950, has written an unusually balanced history, with half of the volume recording the first century and only half the following 25 years. This is noted here quite seriously. Too often the proportions of American institutional histories are not so well balanced, frequently because of no fault

of the historian but rather because of the almost universal institutional failure to preserve any archives at all.

Jefferson, the founder, did understand the value of historical records and as a personal archivist insisted on an orderly preservation of his own papers. He gave much attention to keeping the early minutes of the university's board of visitors and to the letters and papers connected with the University of Virginia's beginning. In his time, probably during the university's first session, it acquired the Lee papers, presented by Richard Henry Lee, Jr. The value of these was realized, though somewhat dimly, but in any event they were preserved.

An active program of manuscript collecting and organization had to wait over a century, until 1930. In that year William Mynn Thornton, first dean of engineering, wrote a broadside that the university distributed by first class mail to 20,000 recipients, announcing that it was prepared to offer its aid in the preservation of archival materials for the State. A similar appeal in 1861 by a Virginia history professor, George F. Holmes, begging deposit of "Memorials of the American Disruption" had fallen on deaf ears. In 1929 the library had only 2,177 manuscript pieces. But the 1930's were different from the 1860's and for numerous reasons the new appeal bore fruit. For one, Lester J. Cappon was named archivist as a library official. The Carnegie Corporation helped financially and the Historical Records Survey, beginning in 1935, awakened interest and did much spadework. A new library building in 1938 promised safety to family records. These have been received from 300 families. Other manuscripts of all sorts have been steadily acquired, in the fields of business, literature, and historical interest. They have been almost entirely gifts, and mostly of Virginian association. They reached, in 1950, the extraordinary figure of 3,504,100 pieces. These have been administered since 1945 by the present archivist, Francis L. Berkeley, Jr.

Mr. Clemons writes of course on many other aspects of the library's growth, crowding in details but keeping perspective too. And Dumas Malone has done a warmly appreciative foreword on the author — written unknown to Clemons — in which Professor Malone delightfully characterizes Harry Clemons both as a personality and as an intellectual force.

JOHN H. MORIARTY

Purdue University

The First Half Century; North Carolina Department of Archives and History Record of Achievement 1903-1953. (Raleigh, 1953. Pp. 26.)

Your States Records; Historical Commission of South Carolina, Columbia. [Information circular 3] (Columbia, The Commission, 1954. Pp. 29.)

These brochures are statements of accomplishments of the State archival agencies of the two Carolinas. The North Carolina brochure was published to mark the fiftieth anniversary of the Department; the South Carolina publication is a transcript of two telecasts presented on October 29 and December 10, 1953, in connection with the State University and Station WNOK, for the information of the general public.

The North Carolina brochure contains an impressive picture of a painting of the late Robert D. W. Connor, the first Secretary of the Historical Commission (1903-1921), who became the first Archivist of the United States, pictures of the State Library Building and the area formerly occupied by the Commission, and pictures of the State Education Building and of the areas now occupied in that building. Other pictures shown are of Fort Macon in the restoration and preservation of which the Department has cooperated, the Hall of History, and a scene from "The Lost Colony," presented yearly at Roanoke Island. Two documents are also reproduced. The paper is glossy, the print easily read, and the booklet is written in the language and style that almost any layman can understand.

The reviewer particularly likes the presentation of the "Program of the Department," which is summarized "... to preserve the records of our past and to make our people more conscious of the heritage that is theirs." This is just what the Department is doing.

The South Carolina publication reproduces the discussions of the television panel, which consisted of the secretary of state, a member of the staff of the university, members of the Commission and its staff. The panel discussed in detail how the records are being preserved, arranged, indexed, edited, reproduced, and published. Documents such as the Journal of His Majesty's Council for South Carolina, 1748-1749, and reproductions of the Journal of the Commissioner of Indian Trade, 1710-1715, and the Journal of the Grand Council, 1671-1680, were exhibited on television. The brochure contains pictures of the Commission's building and areas within it. These should encourage the legislature to appropriate funds for a building and new equipment. The brochure is informative and one can imagine the telecast was effective.

SARA D. JACKSON

National Archives

Committee on Departmental Records Report. Presented by The Chancellor of the Exchequer to Parliament, July 1954. (London, 1954. Pp. 88.)

This excellent report should be required reading for both archivists and records management specialists in this country. It is the work of a committee appointed in 1952 to review and recommend improvements in the preservation of the records of the British Government departments. The committee was well qualified for its task. Its members were familiar with records practices in Government and industry as well as with research needs.

The report begins with an account of the laws and practices governing the preservation of records in Great Britain during the nineteenth and twentieth centuries. It tells how records are now selected for preservation and how destruction schedules are prepared and executed. The schedules are drafted in the various departments by departmental officers who are expected to keep out of them records which "can reasonably be considered of legal, historical, genealogical, or antiquarian use or interest, or which give any information not to be obtained elsewhere."

The schedules are then examined by the inspecting officers — the Deputy Keeper of the Records and at least two others. Since these officers cannot examine all of the papers scheduled, they preface their approvals with the statement that before destruction all the documents will be examined by departmental officers who will pull out any document likely to have value as a precedent or to be of historical or legal importance.

Although the schedules cannot be carried out until they have been before Parliament for at least 40 days, neither House has in fact the power either to amend or reject them. Final action on the schedules is taken by junior officers who have the responsibility for reviewing the records, stripping from them those they deem of historical or precedent value, and destroying the others. No review of their work is made. Actually many years can and do pass before it is known whether they have kept too much or too little.

Among the weaknesses that the committee points out the following is the most serious. Major responsibility falls on junior officers who do their work without records guidance or review and who have no standards to help them in their selection of records for preservation.

In addition, the work of preserving and destroying records has no connection with the current administrative duties of these officers. It is frequently postponed indefinitely or done only when lack of space requires it. As a result, masses of unusable records are accumulating in the departments and the Public Record Office.

The committee does not advocate that added responsibility for the selection of records for preservation be given the Public Record Office. It quotes the former Deputy Keeper of the Records, Sir Hilary Jenkinson, that archivists, like historians, should not be concerned in this task, which should be left to the administrators.

The committee points out that it is impossible for anyone, particularly the historian and the archivist, to forecast later historical use of records. In the case of the archivist, it points out that his principal duties are to care for and service his records. It believes that knowledge of nineteenth century and earlier records is not good equipment for making decisions on modern records. These decisions can be made more satisfactorily by the actual administrators, who have a much better understanding of the values of their records than those who have had no part in the creation and use of them.

Correction of present weaknesses lies, in the committee's opinion, in moving responsibility for the selection of records from junior officers to records officers high in the administrative scale.

Though the committee does not propose for the Public Record Office responsibility in selection it does propose that the office be accorded departmental status, with important advisory and coordinating functions in the selection of records for preservation. To this reviewer it is not clear how the Public Record Office with no real authority for selection of records will have more influence than it has had in the past with definite statutory responsibility.

The report proposes that records be reviewed first when they are no more than 5 years old so that those no longer needed can be destroyed. Those re-

maining are to be reviewed when they are 25 years old. This is a practical way of effecting destruction first of those records which are of short-term administrative value and then allowing a cooling off period for the others. With the passage of 25 years the administrator is able to see what has outlived its usefulness and what should be preserved for a longer period or permanently.

It is interesting to observe how problems that we share with the British are being solved in this country in some cases along parallel lines to those suggested in this report and in others by sharply divergent means. The latter can often be traced to the differences in our governmental systems.

Our system, for example, makes necessary as well as desirable the requirement that the Congress have a check upon disposal of records. The greater autonomy of the British departments makes it unlikely that central records responsibility such as that given to the General Services Administration and the National Archives and Records Service would be acceptable. The committee gives to the administrator responsibility, which since the establishment of the National Archives has been reserved for the archivist in this country, for selecting the records to be preserved for posterity.

The report nevertheless recommends for the Public Record Office an organization similar to that under the Archivist of the United States. Serving under the Keeper of the Records would be the Deputy Keeper (the senior archivist) on the one hand and a records administration officer on the other. The latter and his staff would be responsible for dealing with the agencies on their records problems, advising the departments, and coordinating their records work. The records management officers proposed for the departments are similar to those in our own departments.

The report suggests that the most effective pressure for elimination of records comes from lack of space. The committee is unconcerned about monetary savings that might result from more disposal, believing instead that the destruction of unnecessary records is well worth any additional cost it may entail.

The committee discourages the use of records centers, regarding them as an encouragement to the postponement of decisions and the retention of more useless records. This would probably be the case with centers operated independently by each department. The one with the most space would be likely to keep the most records. Centers operated by one agency for the use of all can, however, aid current operations and insure more orderly retention and disposal. They can also be made a means of controlling inordinate demands for space.

It is not possible in a brief review to discuss all the points of interest in this report. British archivists and others feel that there is far too much useless material in the Public Record Office; there are 200,000 linear feet of records, dating from the Norman Conquest. The National Archives has almost 1 million cubic feet, dating only from the American Revolution. The British departments have about 600,000 linear feet as against our 23 million cubic feet. This suggests that, even allowing for differences in size, the British have been more selective in records retention than we.

The committee is concerned about the mounting volume of Government records pertaining to individuals. It recommends that a group under the auspices of the Public Record Department be given the task of determining what core should be preserved out of the masses of records pertaining to military service, pensions, national insurance, businesses, and ships' passengers and crews. The Society of Genealogists, among other groups canvassed, has agreed to the impossibility of retaining all of these records permanently or using them if they were all retained.

The report is an important addition to recent writings on archival and records management. While it is not concerned with so broad a field as was the Hoover Commission report of 1949 on records management, it reaches a number of conclusions similar to those of the Hoover Commission. It is to be hoped that it will be followed by equally thorough studies in other areas of records management.

ELIZABETH B. DREWRY

National Archives and Records Service

Manual on Document Reproduction and Selection. Compiled by F. Donker Duyvis and others. [FID Publication No. 264.] 2 vols. (The Hague, International Federation for Documentation, 1953. No continuous pagination; loose-leaf. \$2.50 for nonmembers; \$2. for members.)

The editorial note prefacing the first of two loose-leaf ring binders comprising the *Manual on Document Reproduction and Selection* in its present form states: "This *Manual* . . . is a first attempt to come gradually to a comprehensive survey of the many devices and processes for the reproduction and selection of study and research documents." Ralph R. Shaw writes in his introduction: "Even though it represents only an introduction to an approach to the beginning of constructive thought on this subject, the description of tools which are available is the essential minimum requirement, and it is that end which this *Manual* seeks to achieve." With financial support provided through a contract from UNESCO, F. Donker Duyvis as chief editor of the *Manual*, supported by three general coeditors, Eugene B. Power, Walter Schürmeyer, and H. R. Verry, and assisted by a large number of coeditors for special sections, has undertaken to organize a vast general field. Moreover the study attempts to supply generic descriptions of many diverse processes, to describe and illustrate equipment, sometimes with actual examples of the product and with manufacturers' literature, to compile directories of European and American manufacturers and products, to assemble bibliographic data on recent publication, and finally to produce a series of definitive essays on significant problems.

This is not a small task. Even in its present status the *Manual* is not a small achievement. The treatment is bilingual in part, with English predominating and French in parallel for headings and certain sections. The contents are arranged under a plan in which overtones of decimal classification are readily discernible. Introductory brief chapters are followed by a section, Reproduction, in which the greater part of the data included in the present

issue is concentrated. Other major headings include Document Reproduction Materials, Costing, Standardization, "Miscellaneous," Selection, Training, and Index. The last three headings are contained in part two, not included in the reviewer's copy, which was dated November 15, 1953.

The professional or even the amateur faultfinder can enjoy a field day, in fact a succession of field days, with this *Manual*. He may point to omissions, exclaim over his failure to discern a rigorous general editorial policy, expose a manifest lack of balance wherein some subjects of relatively minor importance are given far more space and detailed treatment than major subjects, and enjoy a host of inconsistencies. When his laughter has subsided, however, he may begin to wonder and perhaps even to comprehend that before him lies a remarkable potpourri of information. If, indeed, detailed, completely adequate data are not provided in many instances, the bibliographic notes that follow most sections indicate a variety of references not compactly listed elsewhere. The critic must perforce equip himself with material to justify his views, but he is entreated by the editors to supply these data for inclusion in supplements that will be issued periodically, at least once a year.

The *Manual* is not yet an encyclopedia although in some sections it partakes of the nature of an incomplete essay in this direction. It is not a book to be read in order to secure a general view of the field that it engages to cover. However, it is hard to imagine anyone, however well read in the subject matter or experienced in documentation, who will not find something new, interesting, and valuable in the present pages. In years to come, if continued according to plan, the *Manual* will progressively increase in value, and, it is to be expected, will improve in presentation.

This *Manual* has been compared to Robert C. Binkley's *Manual on Methods of Reproducing Research Materials*, and certain sections, in arrangement, scope, and even presentation, are reminiscent of some of Binkley's work brought up to date. Before doing more than riffle the pages, the user is cautioned to read the "Editorial Note" 15E1 and "How to use the Manual" 19E1. His reward will be in direct proportion to his diligence.

VERNON D. TATE

Massachusetts Institute of Technology

Records Management; — How To File Correspondence Records. (Washington, U. S. Department of Agriculture, Office of Plant and Operations, 1954. Pp. 22.)

This publication is a revision of O. P. O. Publication No. 9, "How to File and Find Correspondence Records," issued in October 1951. There is a clear and concise pattern shown for beginners in this field or anyone responsible for creating an alphabetical filing system. It was not the intention of the pamphlet to give detailed information for large offices with intricate problems, but it would be of assistance to anyone with little or no experience in good records management.

It deals with planning and installing a system of arrangement, filing, and

finding the records, and it has helpful hints on keeping orderly files. Exhibits are arranged at the end of the pamphlet with special notice made of the use of color in filing systems, a modern development. The simple charge-out system outlined has been very successful in even large file departments—proving the theory that the simpler the system the better it works.

The new trend seems to be to place more emphasis on records retention and destruction, and this pamphlet should be an aid to better education of employees.

FRANK E. NELSON

Medford, Massachusetts

Les techniques de protection des biens culturels en cas de conflit armé, par H. Lavachery et A. Noblecourt. (Paris, UNESCO, 1954. Pp. 222, 48 pp. of plates. \$5.50.)

This is a manual of techniques and plans developed since 1939 for the protection of cultural resources such as museums, libraries, archival institutions and their contents, monuments, and historic and artistic buildings and sites, in the event of war. It was compiled by Henri Lavachery of the University of Brussels, honorary curator-in-chief of the royal museums of art and history of Belgium, and André Noblecourt, engineer, technical adviser to the office of security of the museums of France and president of the Security Committee of the International Council of Museums (referred to in the text as L'I.C.O.M.), at the direction of UNESCO's international committee on monuments, artistic, and historic sites, and areas of archaeological excavations.

Issued as the eighth volume in the series *Musées et Monuments*, the stated purpose of the manual is to serve as a means through which the special knowledge and experience of experts (chemists, physicists, engineers, architects, and technicians) can become more widely known and can be put to use by persons officially responsible for safeguarding our cultural heritage, as expressed in monuments, buildings, historic sites, and the contents of our cultural depositories.

The text is divided into seven parts. Part one enumerates the risks that threaten cultural institutions and works of art, either as the direct result of military operations (8 pages are devoted to the effects of atomic bombs) or as the indirect result of damage attendant upon attempts to safeguard them. Part two summarizes the national and international aspects of the problem of protection. It stresses the need for national peacetime inventorying of cultural properties and the development of specific plans for their protection, including construction of shelters and acquisition on microfilm (for evacuation or security deposit) of adequate documentation to insure the survival of representative works and to assist in restoration of damaged buildings and works of art. On the international plane, it discusses the function of UNESCO and L'I.C.O.M. as clearinghouses for the collection and dissemination of information concerning new dangers and new protective methods and as planning agents for more effective measures of international cooperation, such as the contemplated

establishment of widely separated microfilm depositories in the United States, Australia, Poland, and England.

Parts three through seven deal with specific dangers and methods devised to combat them: protection against fire; safeguarding stationary monuments and edifices; methods of evacuation to insure the least possible damage; problems of storage; air-conditioning; the control of insects, vermin, and dampness in natural shelters; and the reinforcement, construction, and use of shelters. The text throughout is well illustrated with drawings, charts, and tables. The chapters on the protection of movable properties and the use of shelters are particularly well documented with architectural drawings illustrating specific practices used in Holland, Belgium, England, France, Sweden, Italy, Spain, and the United States.

Also appended are 48 pages of photographic plates including 116 separate pictures, many with detailed explanatory legends. These pictures depict in telling manner the actual destruction and damage sustained during World War II by the National Gallery and the British Museum, London, and the Archives d'État, Arnhem, Holland. They portray graphically the use of certain protective devices planned for buildings, monuments, and paintings in the above-mentioned countries. Of particular interest to the reviewer were those showing the use of trap doors in the floors of certain galleries of the Musée royal des beaux-arts, Antwerp, and in the Rijksmuseum, Amsterdam. The absence of any mention in the text or photographs of the bomb-proof vault provided for the organic documents of the United States in the National Archives suggests that the text had been submitted for publication before the completion of that project. American experience depicted includes that of the Iron Mountain Storage Atomic Corp. of Germantown, Michigan, a private company which has built in a defunct iron mine a series of vaults with a storage capacity of 3,400 cubic meters and a capacity for enlargement to accommodate 11,500 cubic meters.

A foreword, introduction, and list of experts to whom the compilers were indebted for data, a classified bibliography, a subject index, and an index to proper names are included.

The compilers of this manual make no claim for it as a comprehensive or definitive treatment of the subject. Rather they hope that it will serve as a starting point from which will evolve a wider exchange of ideas on protective techniques and that revisions of the text, developing to a greater degree other aspects of the subject and embodying the experience of other nations, will be forthcoming. As some of the volumes of the *Musées et Monuments* series were also issued in English, it is hoped that an English edition of this manual and of subsequent editions will be published. If so, perhaps a notable shortcoming of this issue, the impossibility of reading some of the legends on the charts and plans except with a glass, will be corrected.

Designed principally as a tool to be used by a specialized group of persons in the event of war, this handbook contains much technical information that can be used to advantage in peacetime. It will also appeal to the general reader with a knowledge and appreciation of cultural resources and a curiosity

concerning the measures being devised for their protection and continued preservation.

HOPE K. HOLDCAMPER

National Archives

Lancashire Record Office Report for 1953. (Preston, Lancashire County Council, 1954 [?]. Pp. 24.)

Lincolnshire Archives Committee. *Archivists' Report, 29 March 1953-24 March 1954.* (N.p., n.d. Pp. 72. 2s. 6d. plus postage.)

Both these reports show that an amazing amount of work has been accomplished by small staffs. This becomes more apparent since both show the degree of interest taken in early records, where problems of deciphering and of physical condition are always time-consuming.

In both reports the emphasis on early records has been permitted to obscure trends in the preservation of records and manuscripts of later and even of recent date. Lancashire, for instance, has received from the Whitefield Urban District Council, the Pilkington and Whitefield rate books, 1840-1947. The list of accessions shows that other recent records had fallen into, or are customarily held in, private hands. Instances are the Rochdale coroners' records, 1936-37, and the Middleton petty sessions records, 1859-1920. These are now in the Lancashire Archives.

Lincolnshire has adopted a policy under which, in addition to responsibility for the Archives, the archivists visit local depositories and private collections to list and describe their contents. No doubt the institution has weighed the risks involved in the extension of its activities beyond its immediate holdings. The extent to which this policy has been implemented can be appreciated from the report on a visit paid to the office of a solicitor still in practice. During this visit even the clients' boxes were surveyed: "About a quarter of these was examined as a sample." The conclusion reached was that the contents of these boxes dealt with cases in law and the administration of property and were therefore of potential historical interest.

That such a search should have been made is a tribute to the public spirit of the clients, whose privileged concerns were thereby subjected to the eyes of visiting archivists, but one wonders whether enthusiasm will not lead to wasteful use of space, a major consideration to archivists everywhere. Would it not be better where a roving commission exists, or is regarded as advisable, to work towards the preservation of registry-office and court records, where many of these transactions are of legal record and in forms more susceptible to storing, than to secure personal records of land transactions, which are usually more fragile and more expensive to store? Space and the elimination of redundancies and duplications are certainly major considerations in most archival depositories today.

NORAH STORY

Public Archives of Canada

Dominion Archives of New Zealand. *Preliminary Inventory No. 1, Archives of the Governor-General*. (Wellington, Department of Internal Affairs, April 1953. Pp. 12.)

Dominion Archives of New Zealand. *Preliminary Inventory No. 2, Archives of the New Zealand Company*. (Wellington, Department of Internal Affairs, October 1953. Pp. 16.)

Dominion Archives of New Zealand. *Preliminary Inventory No. 3, Archives of the Army Department*. (Wellington, Department of Internal Affairs, October 1953. Pp. 16.)

With these three inventories, the Dominion Archives in Wellington has begun the publication of detailed finding aids which will eventually cover all its holdings. The records in the Archives are arranged in archive groups, each of which consists of the archives of an independent administrative body. The groups are divided into series of related documents, which are composed of separate volumes or bundles. The individual documents are generally arranged in the order in which they were received in the agency of origin. Each inventory describes an archive group. It begins with an introduction that includes a short history of the administrative unit that created the records and a briefer history of the archives themselves. This is followed by the series entries, each of which consists of the series title, date span, file designation, physical description of the records, measurement in feet and inches, and one or more sentences detailing the type of record and sort of information contained therein. Since the series are listed in conformity with the arrangement of the archive group, they reflect its organization.

Preliminary Inventory No. 1 describes the records of the office of the governor of New Zealand from 1840 to 1899. As the representative of the British Crown, he was corresponding with his superior, the Secretary of State for the Colonies, in London, with officers of the Army and Navy in New Zealand, and with lesser officials of the government in New Zealand. This body of records was received directly from the Office of the Governor-General in Wellington in 1948.

The records described in *Preliminary Inventory No. 2* document the attempt of the New Zealand Company to put into practice the theories of systematic colonization expounded by Edward Gibbon Wakefield. Although a few records go back to 1826, most of the files concern the active period of settlement by the company, 1839-50. When the company ceased operations in 1850 and its functions were assumed by the local government, the record-keeping function of the company ceased except in the London office, which was open until 1858. When the company was dissolved in 1858, the records of the head office in London were transferred to the British Government and finally went to the Public Record Office. In 1909 these records, with the exception of all fair copies of documents, original copies of despatches, and unique documents, were presented to the New Zealand Government. So today, many other records of the New Zealand Company, not described in this inventory, remain in London. Records of the agents' offices in Wellington, Nelson, and New

Plymouth remained in New Zealand for use of the commissioners of crown lands, but are now part of this archive group.

In *Preliminary Inventory No. 3* the records listed are mainly those of the Army Department and its predecessors from 1863, when a permanent defense force was established, to the end of the nineteenth century. A few items date back to the militia forces in 1845 and a few date down to 1912. These records were received by the Archives directly from the Army Department.

These inventories appear to be carefully written descriptions of large blocks of records in the Dominion Archives. Each is short enough to be examined in its entirety in a search for records, and the easy-to-follow format speeds the process. While the British influence is discernible in the archival terms employed in New Zealand, the general form of these inventories closely follows that developed in the National Archives in Washington.

FRANCIS J. HEPPNER

National Archives

Documents concernant les îles de Bourbon et de France pendant la régie de la Compagnie des Indes, by Albert Lougnon. (Nérac [Lot-et-Garonne, France], Imp. G. Couderc, 1953. Pp. xxxvi, 202. Indexes.)

The islands of Bourbon and France were, in the eighteenth century, and even earlier for the first one, small French possessions in the Indian Ocean, some 500 miles east of Madagascar; the French India Company was responsible for their administration and development. Bourbon is now the French Department of La Réunion while the other is the British Colony of Mauritius.

The readers of this magazine are well aware of the tremendous work undertaken by local archivists after the institution in 1952 of the Departmental Archives, as Yves Pérotin, Chief Archivist of La Réunion, wrote an article on this subject (*American Archivist*, 17:257-262, July 1954). The program includes the publication of inventories. The present book is the first issue of that series, although it is not actually an inventory of the repositories of the two islands.

A. Lougnon, a French scholar, is most interested in the history of La Réunion, and while on leave in France, he devoted his time to making catalogs of all he could find in the various Archives of Paris, in connection with the islands of Bourbon and France under the administration of the French India Company.

It would be asking too much to expect to find in this book an exhaustive survey of all the documents relating to this subject. Such a work would be a most reliable source of information, but no one man could possibly do all this. M. Lougnon has made thorough investigations only in certain parts of the Archives (about 34 volumes); elsewhere the work is less complete. All the same the catalog covers some 2,510 entries collected from 180 registers and some 30 files.

M. Pérotin, in the introduction, develops a good historical sketch of the island's Archives. He also adds to the book three comprehensive indexes.

Eight pages of his 16-page preface are devoted to *minutiers* (extracts from the notary papers), which could not be inserted into the text; this is a precious addendum to the book.

The catalog is divided according to the different repositories, the largest lot being provided for by the Archives Nationales. There we have:

Fonds des Colonies: Orders of the King, correspondence relating to India, Bourbon (an exhaustive survey), France (also exhaustive), and a few other collections — *Fonds de la Marine* and a few miscellanea.

Other archives include those of the following ministries: *la France d'Outre-Mer*, *la Marine* (maps and plans), *les Affaires Etrangères*; and also the archives of the *Lazaristes* (Vincentian Fathers), once responsible for the spiritual welfare of those people.

As for the entries, they are in general, it would seem, copies of the titles of the documents as presented in the registers, with the number of pages; no analysis of their contents is given. Therefore those interested in these researches know where to look for the documents, but the actual research work they must do for themselves, which is a good thing.

M. Lounnon's catalog is a most valuable guide for future historians. As such it deserves its place in the forthcoming inventories of local archives. It is a painstaking, steady, and elaborate achievement in full accord with the best traditions of scientific research.

JOSEPH F. LIBERT

*The Brothers of Christian Instruction,
Highlands, Jersey, England*

Departamento do Arquivo do Estado de S. Paulo. *Documentos interessantes para a história e costumes de São Paulo, Ofícios do Capitão General . . . 1765-1766*. Vol. 73. (São Paulo, Grafica João Bentivenga, 1952. Pp. 216.)

Departamento do Arquivo do Estado de S. Paulo. *Inventarios e testamentos*. Vols. 34-37. (São Paulo, Gráfica João Bentivenga, 1951-53. Pp. 260, 164, 259, 182.)

Departamento do Arquivo do Estado e S. Paulo. *Documentos avulsos de interesse para a história e costumes de São Paulo*. Vols. 2, 3. (São Paulo, Gráfica João Bentivenga, 1953. Pp. 173, 148.)

Noções de paleografia, by Ubirajara Dolácio Mendes. (São Paulo, do Arquivo do Estado de S. Paulo, Departamento João Bentivenga, 1953. Pp. 123.)

Pequeno histórico e prontuário do Departamento do Arquivo do Estado, edited by Ubirajara Dolacio Mendes. (São Paulo, do Arquivo do Estado de S. Paulo, Departamento João Bentivenga, 1953. Pp. viii, 182. Illus.)

Departamento do Arquivo do Estado de S. Paulo. *Boletim*. Vols. 9, 11, 12, Nova Fase. (São Paulo, J. Bignardi & Cia. Ltda., 1952-53. Pp. 144, 174, 243.)

The Archive of the State of São Paulo in Brazil has suffered greatly because of moves from one building to another. At present it is housed in a very satisfactory edifice, which affords adequate space for all the services necessary for

the care of the valuable archivalia, both colonial and national. Steel shelving is being installed and aluminum containers for the older records are in use. The Archive has been fortunate in having able directors, who have given special attention to the publication of records and information about them. From 1945 to 1951, however, because of the vicissitudes undergone, all publication was suspended. But with the approach of the fourth centenary of the city of São Paulo and the improved location of the Archive, late in the latter year the program of publication was resumed. The items under review represent this activity of the Archive for a period of slightly more than 2 years.

The first item, volume 73 of a series begun many years ago, entitled "Interesting documents for the history and customs of São Paulo," comprises letters of the Captain General Luis Antonio de Souza Botelho Mourão of the year 1766, which are from folios 97 to 191 of the Livro 94 de Correspondencia. Among the subjects treated are: installation of governors; appointment of officials; limits of São Paulo and Minas; organization of villages; number of inhabitants in São Paulo; land problems; mines and mining; military matters; war materials; Jesuits; discords among the religious orders; and leprosy. These documents serve to present many details of the life of the colony.

The second item, four volumes (34-37) of the series, *Inventarios e testamentos*, continues the publication of wills and inventories of estates of residents of São Paulo. These documents are from bundles labeled "Inutilizados" and are of the years 1643-48. They are especially important for genealogy and economic life of the people at that time.

The third item, *Documentos avulsos*, is a new series designed to contain important miscellaneous documents relating to the history and customs of São Paulo, which formerly were published in the *Boletim*. These volumes contain records from Maço (bundle 3), entitled "Bispo capitular, Parocos, Conventos, Recolhimento, Esmolas para a Santa Cruzada, 1693-1822." Volume two includes part two of the bundle for the years 1787-1803, and volume three, part three, 1803-22. Part one of the bundle, 1693-1786, was published as volume 10 of the *Boletim*. The documents in these volumes relate to the bishopric, parishes, convents, hospitals, and charities. They are chiefly letters, especially of the bishop of the diocese, together with reports, memoranda, inventories, and other papers. They deal with orders and proclamations, proposals for official appointments, lists of contributions for various purposes, letters of agents of the Crown, requisitions, papers regarding charities, registers of the royal treasury, superintendents, municipal judges, notaries, lawyers, and many other subjects. They serve to reveal many aspects of the life in São Paulo.

The fourth item, *Noções de paleografia*, is the result of a course on paleography given at the Archive, which had some 200 persons registered. The course emphasized the importance of the use of old records and the problems involved in reading and interpreting them. The purpose of the volume is to interest more persons in the care and use of archivalia. The subjects treated include: definition of paleography; evolution of writing; types of letters; materials used in writing; conservation and repair of documents; difficulties in reading and interpreting old records; and Brazilian paleography. There are

examples of Brazilian documents in facsimile. The author holds that all these points discussed are basic and essential to the subject. It may be observed that with reference to repair no mention is made of lamination.

The fifth item, *Pequeno histórico e prontuário do Departamento do Arquivo do Estado*, is a short history of and memoranda about the Archive, containing much valuable information. The central section is the history (pp. 61-87), written by the former acting director Dolácio Mendes. The other sections include: reproductions of photographs of the directors, with biographies (pp. 1-24); list of personnel in 1953 (pp. 25-35); list of former members of the staff (pp. 37-60); and laws and decrees relative to the Archive, 1842-1946 (pp. 89-182). There are also photographs in homage to two benefactors of the Archive and photographs of the various buildings that have been occupied.

The final item is the three numbers of the *Boletim*, new series, in which it is dedicated to the publication of information about the Archive and its services, together with studies and essays especially of a historical character. No. 9 contains "O Marco de Itacurussá," by Antonio Paulino de Almeida, and "A Cidade Esquecida," by Manuel Higino dos Santos. No. 11 prints "Apontamentos para a história de Fábrica Ferro do Ipanema," by João Lourenço Rodrigues; "Irmandade da Santa Casa de Misericórdia de S. Paulo" by Raul Votta; and "A F. E. B., embaixada de amizade," by U. Dolácio Mendes. And no. 12 is devoted almost entirely to "A exploração de vale de S. Francisco pela bandeira de Nicolao Barreto (1602-1604) e a fábula do invasão do Guayrá," by J. Alberto J. Robbe. There are also two brief articles, "Arquivos municipais," by Antonio P. De Almeida, and "Pequenos, médios e grandes arquivos," by U. Dolácio Mendes.

ROSCOE R. HILL

Washington, D. C.

News Notes

MARY C. LETHBRIDGE, *Editor*

United States Information Agency

Assisted by ROY HART

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The following committee appointments for 1954-55 are announced.

ADMINISTRATIVE COMMITTEES

Committee on Auditing. Helen L. Chatfield, Chairman; William D. McCain.

Committee on Local Arrangements. Dan M. Robison, Chairman; William T. Alderson, Kenneth Cooper, Barbara Minter, H. Clinton Parrent, Jr., Robert T. Quarles, Jr., Henry L. Swint.

Committee on Membership. Dolores C. Renze, Chairman; Beatrice Decker, Philip C. Brooks, Donald Danker, Winnie Allen, Virgil Bedsole, Vernon L. Beal, William T. Alderson, Charles E. McCusker, D. L. Corbitt, Daniel F. Noll, Herbert Fine, Leonidas Dodson, John L. Donovan, Jr., Lionel Croteau, Lewis H. Thomas, Roscoe R. Hill, Carl L. Lokke.

Committee on Nominations. Robert H. Bahmer, Chairman; Margaret C. Norton, Richard Ruddell.

Committee on Program, 19th annual meeting. Ernst Posner, Chairman; Elizabeth E. Hamer, William T. Alderson, Karl L. Trever, Everett O. Alldredge, Carl L. Lokke, Sherrod E. East, Albert H. Leisinger, Jr., Henry J. Browne.

TECHNICAL ADVISORY COMMITTEES

Committee on Audio-Visual Records. Hermine M. Baumhofer, Chairman; Owen W. Bombard, Forrest Williams, David C. Duniway.

Committee on Bibliography. Lester W. Smith, Chairman; Lester K. Born, Edna L. Jacobson, Alice E. Smith, Ernst Posner.

Committee on Archival Buildings and Equipment. Roster incomplete. To appear in April issue of the *American Archivist*.

Committee on International Relations. Lester K. Born, Chairman; Philip C. Brooks, Robert Claus, John P. Harrison, Fred W. Shipman, William J. Van Schreeven.

Committee on Microphotography. Irving Zitmore, Chairman; Mary G. Bryan, Charles W. Dickens, Rex Beach, Daniel F. Noll.

Committee on Preservation Methods. W. J. Barrow, Chairman; Leon de Valinger, Jr., Gust Skordas.

Committee on Professional Standards and Training. Wayne C. Grover, Chairman; Philip C. Brooks, Solon J. Buck, Christopher Crittenden, Margaret C. Norton, Waldo G. Leland, William D. McCain.

Committee on Records Management. Everett O. Alldredge, Chairman; Dorothy Daggett, Lewis J. Darter, Irving Zitmore, Robert A. Shiff, Herbert E. Angel.

GENERAL PROMOTIONAL COMMITTEES

Committee on Business Records. Roster incomplete. To appear in April issue of the *American Archivist*.

Committee on Church Records. Edmund L. Binsfeld, Chairman; Nelson E. Springer,

Mabel Deutrich, Worth M. Tippy, Honorius Provost, Arthur J. Riley, John P. Hively, Thomas Spence, Jr.

Committee on College and University Records. Henry J. Browne, Chairman; Edith M. Fox, Jacqueline Bull, Gaston Litton, Clifford Shipton, Lewis G. Vandervelde, Leonidas Dodson, Dwight Wilson.

Committee on Labor Union Archives. Paul Lewinson, Chairman; Jesse E. Boell, Leone W. Eckert, Elizabeth M. Thomas, Morris Rieger.

Committee on Municipal Records. Richard Ruddell, Chairman; Thomas Amelia, Vernon L. Beal, Beatrice Decker, Charles E. Hughes, Jr., James Katsaros, Orval O. Liljequist, Elleine H. Stones.

Committee on State Records. Mary G. Bryan, Chairman; Lola M. Homsher, J. H. Easterby, Robert Brown, Gust Skordas.

SPECIAL COMMITTEES

Committee on Publicity. Elizabeth E. Hamer, Chairman; Roger Thomas.

Committee on Resolutions. Christopher Crittenden, Chairman; Dolores C. Renze, Henry E. Edmunds.

Joint Committee on Historical Manuscripts (with the Library of Congress and the American Association for State and Local History). Philip M. Hamer, Chairman; Dorothy C. Barck, Lester J. Cappon, Edith M. Fox, Lucile M. Kane, Alice E. Smith.

NATIONAL ARCHIVES AND RECORDS SERVICE

Last November Theodore R. Schellenberg, Director of Archival Management, returned to the National Archives after an extended leave financed by a Fulbright grant. His lectures and conferences on archival management in Canberra and in the capitals of the states of Australia were of great service to the archival profession in that commonwealth, according to a communication sent by the Australian Department of External Affairs to the American Embassy in Canberra, with a request that a copy be forwarded to the Department of State. Dr. Schellenberg also lectured in New Zealand and on his return trip to the United States visited several Asian and European archives.

John P. Harrison, Latin-American specialist of the National Archives, leaves in January to survey archives and make further acquaintances among archivists in Mexico, Central America, and South America. He will be away for 9 months. For a third of that time he will be on leave in Honduras, pursuing his own research, financed by a grant from the American Philosophical Society. Before he joined the National Archives staff Dr. Harrison had spent a year in Colombia.

The General Services Administration, of which the National Archives and Records Service is a part, announced on November 10 the award of three contracts for surveys of the management of records in the Federal Government. The awards went to Lester B. Knight and Associates of Chicago, to survey paperwork practices in Government insurance agencies; John R. O'Brien and Associates of Washington, D. C., to survey records of the Bureau of Indian Affairs; and Records Engineering, Inc., also of Washington, to survey the records of the Veterans Administration. The signed contracts total \$204,500, and the cost will be defrayed from an appropriation of \$300,000 earmarked by Congress for records surveys by private firms. The rest of the sum is being

held principally for further survey work that may be desirable when the Hoover Commission's task force on paperwork management makes its report.

Since the compilation of writings on archives that appeared in our October issue, in which National Archives publications are listed on p. 357, the National Archives has issued the following preliminary inventories:

No. 69, Records of the House Committee on the Civil Service Pertaining to the Investigation of Civilian Employment in the Federal Government, 1942-46.

No. 70, Records of the Select Committee of the House of Representatives on Post-War Military Policy, 1944-46.

No. 71, Records of the Select Committee of the House of Representatives Investigating National Defense Migration, 1940-43.

No. 72, Records of the Wage Adjustment Board.

On November 16 the National Historical Publications Commission presented to President Eisenhower its report, *A National Program for the Publication of Historical Documents*. The program entails cooperation of both governmental and private agencies.

The report notes that since 1951, when the Commission first proposed the publication of the papers of five great Americans — Benjamin Franklin, John and John Quincy Adams, Alexander Hamilton, and James Madison — publishing plans have been undertaken for the papers of ten outstanding leaders, including four of the five mentioned above.

The projects, announced or in progress, with their sponsoring institutions, are as follows:

Franklin: Yale University and the American Philosophical Society.

John and John Quincy Adams: Harvard University, the Adams Family Trust, and Time, Inc.

Madison and James Monroe: University of Virginia.

John C. Calhoun: University of South Carolina and Clemson College.

Henry Clay: University of Kentucky.

Archbishop John Carroll: American Catholic Historical Society.

Bishop Francis Asbury: Association of Methodist Historical Societies.

John Wesley Powell: National Archives.

The Commission also reports that the papers of the Continental Congress are to be microfilmed by the National Archives and that the Commission plans to publish a documentary history of the ratification of the Constitution and its first 10 amendments and a documentary history of the First Federal Congress.

On November 22 the President wrote to the members of the Commission:

. . . The plan outlined presents a challenge to all of us who are privileged to participate in it, for its fulfillment will be of lasting benefit to all Americans.

It is through these materials — the original first-hand evidences of the initiative, courage, and spiritual qualities of the men and women who have helped to shape our country's destiny — that we will be reminded of the real well springs of our national strength.

LIBRARY OF CONGRESS

The ceremonies that marked the opening of the American Memorial Library in Berlin on September 17 included the presentation to the Library of

Congress of three manuscript diaries of Georg Carl Ludwig Preuss. These diaries were kept while the writer accompanied John C. Frémont on three expeditions to the West in the 1840's. Part of the first diary was used in Frémont's official report in 1843, but the rest of the material has never been published.

The Naval Historical Foundation has deposited in the Library the papers of Capt. Washington I. Chambers, pioneer in naval aviation. The 6,000 items cover the period from 1872, when Chambers was a student at the Naval Academy, to the time of his death in 1934. Chambers developed a practical catapult to launch aeroplanes from ships and aided in the development of the hydroplane.

Benjamin H. Griswold, III, a partner of Alex. Brown & Sons of Baltimore and a direct descendant of its founder, has presented to the Library the firm's records for the years 1800-1880. Beginning as a linen importer, Alexander Brown was one of the foremost mercantile figures in America and head of an international banking house at the time of his death in 1834. Among the records are 124 lettercopy and letterpress books, 1802-80; these contain detailed information about political and civil affairs in this and foreign countries, which was collected as a basis for making sound business decisions. There are also over 100 volumes of business records.

The papers of the late Ogden Livingston Mills, about 60,000 pieces, have been presented to the Library by Mrs. Mills. They contain official and personal correspondence covering Mills' service as Member of Congress, Under Secretary of the Treasury, and Secretary of the Treasury. The collection will be available by special permission, which should be requested through the Chief of the Manuscripts Division.

The Evalyn Walsh McLean papers, deposited in the Library some years ago, have now been given to the Library. The collection, some 40,000 pieces, consists largely of incoming letters and other papers. There is a substantial group of papers of Mrs. McLean's father, Thomas F. Walsh, relating to his career as mine owner and mining engineer in Colorado, and some material dealing with various business enterprises of the McLean family; but the papers are preponderantly Mrs. McLean's social correspondence.

The papers of Benjamin C. Marsh, executive secretary of the People's Lobby, Inc., have been presented by his son, Michael Marsh. Although a few of the items date as far back as 1910, the papers are mainly records of the People's Lobby, 1930-50. Included is considerable correspondence with John Dewey, for many years president of the Lobby, and with James Couzens, Harold L. Ickes, and Henry C. Wallace.

Photocopies of more than 150 pieces of correspondence exchanged between Gutzon Borglum and important figures of the twentieth century have been added to the Borglum papers by permission of Mrs. Borglum. Correspondence with William Allen White, Robert Todd Lincoln, Theodore Roosevelt, Woodrow Wilson, Warren G. Harding, Calvin Coolidge, Herbert Hoover, and Franklin D. Roosevelt is included.

Through the courtesy of the American Red Cross, the Library has acquired

114 manuscripts, 1911-45, to be added to the papers of Mabel T. Boardman, national secretary and national director of the Red Cross Volunteer Services for 35 years. These manuscripts are chiefly letters from Miss Boardman's family and carbon copies of her replies.

An important acquisition is the famous photographic collection of the L. C. Handy Studios, containing more than 3,000 negatives made by Mathew B. Brady and several thousand by his nephew Levin C. Handy. Included in the Brady series are negatives for photographs of Mrs. Lincoln, members of Lincoln's cabinet, members of the Supreme Court, military leaders of the Union and the Confederacy, actors, actresses, and other noted personages of the day. Until September 14, 1964, no material from this collection may be reproduced without the permission of the donors, Mary H. Evans and Alice H. Cox.

Albert E. Lownes of Providence, R. I., has given the Library a collection of about 4,500 manuscript items from the papers of the Hale family of Massachusetts. Most of the papers are those of Nathan Hale II, a nephew of the patriot. A smaller part consists of papers of Edward Everett Hale, and a third part consists of those of Charles Hale, journalist, U. S. consul, and politician.

William S. Jenkins, director of the State records microfilming project conducted jointly by the Library and the University of North Carolina, 1941-51, has presented to the Library "Records of the States of the United States of America; a Microfilm Compilation," consisting of copies of all the documents relating to this extensive project.

FOREIGN NEWS

The International Congress of Libraries and Documentation Centres will be held September 11-18, 1955, at the Free University of Brussels. Program topics of special interest to archivists include documentary reproduction by photograph and microfilm, for the purposes of preservation, security, and exchange; the physical preservation of documents and methods for their restoration; and equipment and material resources. The congress will be open to all those interested in the questions to be discussed. Correspondence relating to registration, reports, documents, and the like should be addressed to the executive secretary, Jean Baby, librarian of the Council of Europe, 8 rue de Haguenau, Strasbourg (Bas-Rhin), France. Correspondence concerning hotel reservations or any other subject connected with arrangements in Belgium should be addressed to J. Van Hove, curator of the Royal Library, Place du Musée, Brussels.

Canada

In October 1954 the Canadian Library Association issued the first of a numbered series of news bulletins, *Microfilm News Notes*. The purpose of this series is to keep interested persons informed of the activities of the microfilm committee of the association, and to make known current microfilming projects and materials available on microfilm.

The United Church of Canada has established its central archives on the

campus of Victoria University in Toronto. This center for research studies in Canadian church history is the first of its kind among the Protestant churches in Canada. Its resources, available to all interested persons, include records and publications of the former Methodist, Presbyterian, and Congregational churches in Canada, the churches that joined in 1925 to form the United Church of Canada.

Great Britain

University Microfilms, Ltd., Daring Yard, 67 New Bond St., London, reports that it has a microfilm camera and operator in the British Museum daily and that it possesses portable equipment that can be taken to most of the principal repositories in Great Britain. The firm also has contacts and equipment in other depositories in Europe through which photocopies of available materials can be provided promptly.

The firm of A. West and Partners, Ltd., 4 Abbey Orchard St., Westminster, England, advises that it can carry out any type of photostat or microfilm work in the British Museum and other document repositories in Great Britain. Microfilm prices range from 3d. per frame (100 frames or less) downward. Minimum charge is 5s., and an extra charge is made to cover necessary traveling expenses.

Portuguese Africa

The Central African Archives and the Arquivo Histórico de Moçambique have jointly undertaken to publish some 20 volumes of historical documents of East and Central Africa. The documents to be published date from 1487 to 1830 and are for the most part original manuscripts in the archives of Portugal, Goa, and the Vatican. Most of the documents have been microfilmed under a grant from the Carnegie Foundation, and the microfilm will be the basis of the published volumes. The first volume, covering the years 1487-1505, is scheduled for publication in January 1955, and subsequent volumes are to be published at the rate of about two each year. English and Portuguese editions will appear simultaneously in London and Lisbon.

Spain

The Servicio Nacional de Microfilm has installed photographic laboratories, including microfilm cameras and reading machines, in the four principal manuscript repositories in Spain: the Archivo de Indias, Seville; the Archivo Histórico Nacional, Madrid; the Archivo de la Corona de Aragón, Barcelona; and the Archivo General de Simancas, Valladolid. The organization expects to microfilm the more important documents in Spanish archives and libraries and to deposit these copies in an Archivo Central de Microfotografía. During 1953 some 60,000 exposures were made; they are listed in *Boletín* (No. 1, Madrid, 1953) of the Servicio Nacional de Microfilm.

CALIFORNIA

A collection of 1,600 Mark Twain family letters, including 134 signed by Mark Twain, was accidentally discovered when a book dealer purchased

the effects of Anita Moffett, grandniece of the author, who died in 1952. The collection is now in the University of California at Berkeley, purchased with contributions of more than 40 prominent Californians. The new collection supplements the Mark Twain papers bequeathed to the University in 1940 by his daughter, Clara Clemens Samoussoud.

COLORADO

The name of the Division of State Archives has been changed to Division of State Archives and Public Records. In the division's records management program, 1954 was a busy year. The proposed records center that Archivist Dolores Renze had hoped for did not materialize, but an attempt is being made to obtain temporary housing for records transferred. Meanwhile many requests for records disposition have been handled by the division, for both State and county government units. Records management operational procedures have been somewhat formalized by the institution of a record group numbering system, an annual records management summary sheet, used both to keep track of incoming requests and to compile statistical data for the annual report, and a records management abstract book, which is primarily a listing of all authorized dispositions of records from various agencies but which also contains summary information on agency records programs and problems and references to records legislation.

The division has also continued work in checklisting Colorado Territorial and State public documents and expects to have about 15 lists ready for publication by January 1955.

LeRoy R. Hafen, State historian of Colorado and editor of the *Colorado Magazine* for 30 years, retired in June 1954. He will devote much of his time to editing the 15-volume historical series now in progress, "The Far West and the Rockies," and to college teaching.

DELAWARE

Through the Henry Francis du Pont Winterthur Museum, five 2-year fellowships are awarded each year for work toward a Master of Arts degree in early American culture at the University of Delaware. The studies include art, history, literature, and museum laboratory courses; and each fellow is expected to write a thesis on some aspect of American culture. Among the theses now in progress are the following, for which help in locating source materials is requested:

Milo M. Naeve—John Lewis Krimmel, genre painter working in Philadelphia, 1810-21.

G. Carroll Lindsay—John Potts, 1710-68, early Pennsylvania ironmaster and builder of Potts Grove, Pa.

Raymond B. Clark, Jr.—Jonathan Gostelowe, 1744-95, Philadelphia cabinetmaker.

Charles Hummel—the influence of English design books on Philadelphia furniture styles, 1760-80.

Anyone having light to shed on these topics is requested to write to Winter-

thur Museum, Winterthur, Del. A fact sheet giving details as to the kind of information or documentation sought is available on request.

MASSACHUSETTS

The hurricanes that swept the eastern United States last fall inflicted heavy damage to the Massachusetts archives, Secretary of State Edward J. Cronin revealed. Heavy rains flooded the fourth floor area of the State House, where priceless historic documents are housed, and falling plaster caused additional damage. Mr. Cronin said he hoped that this disaster would stir the legislature into action on the appeal he has been making for the past 5 years for funds to remedy what he has described as a "deplorable condition."

In addition to the publication projects for the Adams papers, noted above on p. 87 of this issue, the Adams Family Trust is making microfilm copies of the entire collection of the Adams family papers and will distribute the microfilm to key research libraries throughout the country. The first 88 rolls, reproducing the diaries of John, John Quincy, and the first Charles Francis Adams, were distributed last October to 16 key libraries. The rest of the collection will follow in groups of rolls between now and the end of 1955.

Lyman H. Butterfield, former director of the Institute of Early American History at Williamsburg, Va., is editor in chief for the series of published volumes.

It has been announced that Paul H. Buck will succeed Keyes D. Metcalf, who will retire in the fall of 1955 as librarian of Harvard College and director of the Harvard University Libraries. Mr. Buck was formerly dean of the central faculty of arts and sciences and later provost of the university. He was awarded the Pulitzer Prize in 1938 for *The Road to Reunion*, a study of Reconstruction in the South, and has taught American history at Harvard since 1926.

The Byron Weston Co., fine paper manufacturers of Dalton and a regular advertiser in the *American Archivist*, announces publication of a revised edition of its pocket-size compendium of paper facts and figures, *Byron Weston Red Book*. This volume lists important reference data on stock sizes, weights, and colors for all Weston papers, including all rag and rag-content bonds, ledgers, index bristols, and related specialties under the Weston watermark. In addition to charts of stock specifications, recommendations and suggestions for the use of various Weston papers, and discussions of mill practices and paper standards, it contains an interesting picture-caption story on how paper is made and how to select paper for specific purposes, and a dictionary of paper making terms. Copies of the *Red Book* are available on request from the Byron Weston Sales Department, Dalton, Mass., or through any distributor of Weston papers.

MISSOURI

The fourth triennial conference of archivists and historians from the districts of the Lutheran Church-Missouri Synod was held at Concordia Histori-

cal Institute in St. Louis in October. Officers elected were E. G. R. Siebert of Concordia College, St. Paul, Minn., chairman, and the Rev. Roland W. Goetsch, secretary. These two and the Rev. A. R. Suelflow, director of the Concordia Historical Institute, will serve as a steering committee.

NEW YORK

The editors regret an error in the news notes of the July 1954 issue, p. 286, in which the annual seminar at Cooperstown was ascribed to the sponsorship of the New-York Historical Society instead of the New York State Historical Association. The acquisitions of manuscripts mentioned in the paragraph immediately below on p. 286 are correctly ascribed to the New-York Historical Society.

Through a misunderstanding the archival agency for New York was incorrectly listed in the "Directory of Archival Agencies," published in the July 1954 issue of the *American Archivist*. The information given for the Division of Archives and History, in both the table and the footnote, should be considered as a footnote to the new entry.

The new entry for New York (No. 32 on p. 214 of the July *American Archivist*) should be the Manuscripts and History Section, New York State Library, Albany, N. Y. (column 2). It is under the regents of the University of the State of New York. The archival officials (col. 3) are Edna L. Jacobsen, associate librarian, and Charles F. Gosnell, State librarian and assistant commissioner of education. The laws defining duties (col. 4) are sections 245, 248, 250, and 251 of the New York State Education Law. There are 4 archival employees (col. 5). The agency's official records (col. 6, a) consist of State and local archives; its private records (col. 6, b) consist of manuscripts, maps, broadsides, and pictures. Both State and local archives (col. 7, a and b) are acquired by voluntary deposit, gift, and occasionally by purchase. Of the nonarchival functions (col. 8) the historical functions (a) consist of the library and historical research facilities; the nonhistorical functions (b), of legal, genealogical, and other types of research. The types of photoduplication services (col. 9) are photostat, photographic, and microfilm.

Arthur H. Cole, chairman of the National Records Management Council's board of directors, has announced the election of Robert A. Shiff as president of the council. Mr. Shiff succeeds Richard C. Overton, who becomes consultant on business history to the council. Barbara Biller, formerly of the Records Management Division of the National Archives and Records Service, has joined the research staff of the council, and Frank White, formerly of the Library of Congress, has joined the project staff. The first annual conference sponsored jointly by the council and the New York University Graduate School of Business Administration, on September 20 and 21, was attended by some 125 records management executives and business historians.

The National Records Management Council announces the publication of a *Guide to Selected Readings in Records Management*. Prepared by the NRMCM Technical Information Service, the *Guide* covers the entire field of records management, both the broad aspects, such as archives administration and business history, and specific phases, such as repair and rehabilitation of records and the use of office machines and devices. The bibliography consists

of references selected as the most useful and most valuable from among the numerous books, articles, and pamphlets that have appeared to date. The council contemplates keeping the bibliography current by issuing periodic supplements. Copies of the *Guide to Selected Readings*, at \$2.85 per copy, may be obtained from the National Records Management Council, 50 East 42d St., New York 17, N. Y.

Lake Champlain Associates, Inc., is proposing to construct a naval history museum at Ausable Chasm and to salvage and reconstruct vessels sunk in Lake Champlain during the American Revolution and the War of 1812. Several vessels have already been raised and others located. To finance the project the corporation is offering 100,000 shares of stock.

A picture story about Emmett J. Leahy who, as head of Leahy and Co. and its business archives division, helps business organizations reduce paper work and dispose of obsolete files is included in the "Interesting People" section of the August 1954 issue of the *American Magazine*. Interesting facts about Leahy and Co. and its records management operations are also published in *Target Red Tape*, a news letter distributed by the company.

On November 1, 1954, Dorothy C. Barck, for many years librarian of the New-York Historical Society, became historic site superintendent of Washington's Headquarters and Museum, at Newburgh.

VIRGINIA

The Institute of Early American History and Culture at Williamsburg is again offering a \$500 award for the best book published during the year in the field of early American history and culture. This field includes all phases of American history to about 1815, including the borderlands of the British North American colonies and British colonies in the West Indies to 1776. To be considered, a book must have been published during 1954 and submitted not later than January 15, 1955, to the Director, Institute of Early American History and Culture, Box 1298, Williamsburg. The 1953 award was made to Clinton Rossiter of Cornell University for *Seed-time of the Republic; the Origin of the American Tradition of Political Liberty*, published by Harcourt, Brace, and Co.

Among the recent accessions of the Alderman Library of the University of Virginia are the personal papers of Septimia Randolph, granddaughter of Thomas Jefferson. These cover the period 1792-1852 and include her memoirs of life at Monticello. The papers of William Jett Lauck, Government labor economist, number about 50,000 items and cover the period 1915-42. Accessions of literary value include manuscripts of 30 short stories and articles, 1935-54, by Nancy Hale and the manuscript of John Dos Passos' *Head and Heart of Thomas Jefferson*.

Jefferson manuscripts recently acquired by the Thomas Jefferson Memorial Foundation, which maintains Thomas Jefferson's home, Monticello, have been deposited for safekeeping and historical reference use at the Alderman Library, University of Virginia. The library has in turn placed its polygraph, one of

the two writing instruments used by Jefferson for producing duplicates of letters, at Monticello as a loan for public exhibit. James Bear has returned to his position as assistant curator of manuscripts of the library after a year of study at the Simmons College Library School. Julius Preston Barclay, visiting member of the manuscripts staff during Mr. Bear's absence, has accepted the post of research associate at Mount Vernon.

The 350th anniversary of the establishment at Jamestown of the first permanent British overseas colony will be celebrated in Virginia in 1957. Plans for the celebration are being made by a Federal commission, under the chairmanship of Robert V. Hatcher of Richmond, and a State of Virginia commission, under the chairmanship of Lewis A. McMurran, Jr., working as a joint commission. A committee of consultants in archives and history to the joint commission includes the following distinguished historians and librarians: Francis L. Berkeley, Jr., Lyman H. Butterfield, George Carrington Mason, Randolph Church, Henry E. Coleman, Jr., Mrs. Philip W. Hiden, John M. Jennings, Herbert E. Kahler, Herbert A. Kellar, Lawrence Quincy Mumford, John E. Pomfret, Earl G. Swem, William J. Van Schreeven, and Louis B. Wright.

MISCELLANEOUS

The National Microfilm Association held a clinic in Denver, Colo., October 28 to 30, and the American Documentation Institute met in annual conference at Cleveland, November 4 and 5.

American Heritage, the popular magazine of history, has appeared in a new and larger format. It will continue to be sponsored by the American Association for State and Local History and will have an additional sponsor in the Society of American Historians, Inc. Issued 6 times a year instead of quarterly, the magazine will be in hard covers and will have 16 to 20 pages of 4-color illustrations in each issue. The editor is Bruce Catton, Pulitzer Prize winning author of *A Stillness at Appomattox*. Articles accepted for publication will be paid for.

American Heritage was founded in 1949 by the Association for State and Local History and in the 5 years since the appearance of the first issue its circulation has grown to about 20,000. The Society of American Historians, headed by Allan Nevins, has been developing plans for a general magazine of history, and with its decision to join forces with the association in the publication of *American Heritage* many of these plans will be incorporated in future issues. Financial backing has come from a number of individuals, including President Eisenhower, Henry Seidel Canby, Henry R. Luce, and John Hay Whitney.

Archivists will want to see, if they have not already done so, the article in the October 1954 issue of the *UNESCO Bulletin for Libraries* entitled "The Photographing and Reproduction of Manuscripts," by Mlle. J. Viellard, head of the Institut de Recherche et d'Histoire des Textes, Paris. It discusses national and international microfilm services and equipment used in micro-

filming and makes a plea for an international agreement that will permit the organization of large-scale field trips for the purpose of microfilming documents kept in libraries and record offices which cannot conveniently be visited in the ordinary way.

REPAIR, PRESERVATION, and PROTECTION OF DOCUMENTS

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THE ARBEE COMPANY

95 Summit Avenue

SUMMIT, NEW JERSEY

The Harry S. Truman Library

By DAVID D. LLOYD¹

Harry S. Truman Library, Inc.

THE Truman Library is an outgrowth of a deep interest on the part of President Truman in the archival and historical professions and the sciences of preserving and expounding our national history. He hopes, and his desires are shared by our board of trustees and all our officers, that the Truman Library will be welcomed by archivists and historians as an institution of real value to the cause of preserving our past and disseminating the knowledge of it. It is his desire that the Truman Library serve as an active center of study and research, not only for his own period in the Presidency, but also for the whole range of contemporary events, bringing new resources and facilities for such study into fruitful use in the midregion of our country.

Mr. Truman is now in the process of transferring his records into the hands of the archivists, and as soon as he finishes his own memoirs he will surrender his reputation to the historians. But over and above these personal motives, he has a broader and entirely impersonal interest in record keeping and history writing. Few men in public life have more sympathy for these twin occupations or are doing more to encourage and cultivate them.

The Truman Library is the latest addition to a growing list of presidential libraries. As Mr. Truman and the officers of our corporation view it, the presidential library is the best way of dealing with the vexed and difficult problem of presidential papers and mementos. I am aware there are some who do not have quite so favorable a view of the presidential library concept. It is to these particularly that I would like to address myself, because I believe they would become as enthusiastic as we are if they had all the elements in the situation to take into account.

In the first place, let me point out that there are several different kinds of presidential libraries in existence. The Hayes Memorial

¹ After having served in various Government agencies, Mr. Lloyd became a member of the White House staff in 1948. He was administrative assistant to the President from 1951 to 1953, when he was appointed executive director of the Harry S. Truman Library, Inc. This paper is adapted from an address he made at the joint luncheon of the American Historical Association and the Society of American Archivists, December 29, 1954, at New York City.

Library is really the pioneer in the field. This is an institution established after the death of the President whose collections it houses, by the joint efforts of his estate and the Ohio State Government. It is an independent institution, now beginning to receive some of the national recognition it deserves, as the figure whose memory it enshrines is revalued and given a more worthy place in the perspective of our national history.

The second type of presidential library, the Hoover Library on War, Revolution and Peace at Stanford University, is not so much a presidential library in the limited sense. Rather it is a research library housing several collections, including the papers of an ex-President whose generosity and interest in history have given impetus to the whole institution. This library has the advantage of a campus location and all the conveniences that go with it. It is independent, however, of any other system of records and to that extent stands on its own feet.

The third type, the type to which the Truman Library will belong, is that of the Franklin D. Roosevelt Library at Hyde Park. This institution is part of the National Archives and Records Service. Its contents belong to the United States, and it is operated as one of the four divisions of the Service. In this type, the presidential collection is brought under national ownership and national management not as an independent institution but as an integral part of a growing and expanding system of record keeping. It is this kind of presidential library that Mr. Truman has in mind, and it is this kind, in my opinion, that best solves the difficult problem of disposing of presidential papers, now and in the future.

Let us take the position of a President as he is about to leave office. He is told that he is the proud possessor of what are virtually the White House files — in President Truman's case some 1,600 file drawers or 3,500,000 items — that he may take home with him. In addition he has recordings of most of his public speeches, films of his acts and appearances, and an apparently limitless quantity of books, gifts, relics, and mementos lavished on him by foreign governments, friends, organizations, and the general public — some of it of great value and some of it mere sentimental junk.

If the outgoing President is a man with an historical conscience, his state of mind will be doubly vexed. He will know that it is not possible for him, or indeed for any of his contemporaries, to decide which parts of this vast collection have permanent historical value and which parts can be safely destroyed. He will know, too, that

embedded in this mass are many confidences which he is in duty bound to protect if he can. He will know that certain parts of the collection — but no one knows exactly which — will be vital to him for the defense of his conduct against political or personal enemies. And he will know, if he is a man of moderate means, that the cost of preserving all this stuff, at his personal expense, will be almost prohibitive, and that its assessed value as unique historical material may well gobble up his estate in taxes after he dies.

The plight of an ex-President is aggravated by the fact that a grateful nation, when he retires, cuts him off without so much as a thin dime. Retired generals of highest rank get pensions, personal aides, cars, and office space, all at public expense, but retired Presidents do not even have the privilege of the frank. People write to an ex-President almost as copiously as when he was in office, but if he wishes to return the compliment, he has to pay for office space, secretarial help, and supplies — and buy a three-cent stamp for every letter. Such is the traditional callousness of republics, and perhaps we should not complain about it, but it does emphasize the difficulty of handling presidential papers and other memorabilia.

In view of these difficulties, some people have questioned the wisdom and even the propriety of the President's taking his papers with him. But I think there are very sound reasons for the decision that presidential papers are the property of the President, as well as an unbroken line of precedents from Washington down through Truman.

The Presidency is a constitutional office and as such has an independence like that of the other two branches of the Government. One of the aspects of this constitutional independence is the treatment accorded to presidential papers. The national legislature cannot subpoena presidential papers while the President is in office. It cannot force a President to make his communications public. Over the executive departments, which are established by statute, the Congress exercises a degree of supervision which we need not define here — but when it comes to the acts of the President himself the power of Congress stops, except in cases of impeachment.

This principle would, however, be overridden if after the end of a President's term in office his papers were assimilated to those of an executive department and subjected to the control of the succeeding administration and the legislative branch. Obviously, if presidential papers could be thrown open to public scrutiny as soon as a President left office, there would not be much privacy about them while he was in office. Few would write to a President in confidence,

and few Presidents would put their private thoughts on paper if the expiration of the presidential term were to be a signal for disclosure. And as a consequence the ability of the President to function as an independent officer of the Government would be curtailed, if not crippled, and our constitutional framework would be damaged.

These, to me, are the fundamental constitutional and political reasons that justify the rule that our Presidents own their papers. And if we wish to mitigate the burden this imposes on ex-Presidents we should provide the sort of depository for their files over which they will have as much control as if they had personal possession.

Obviously, the removal of presidential papers does not leave a hole in the official records of the Government. These papers are part of the business of Government but they are not Government records any more than the papers of any other elected official — Senator or Congressman — are part of the records of the Government. As far as official Government functions are concerned, proper records of presidential acts exist in the pertinent departments. The President may have carbon copies of these records, but his taking the copies away is no loss to the Government; it may in future years mean a great gain to the historian or to the President himself.

To meet the problem of the staggering bulk of presidential papers it has been suggested that they can be divided into two categories — one, those which are personal and political, and the other, those which are official — and that the outgoing President can take the one and leave the other to the mercies of his successor and Congress. This idea is seductive at first blush, at least to efficiency experts. I think it is impractical, however, and if I were a historian I would rouse my brethren to oppose it with the utmost vigor.

From the practical point of view the process of distinguishing, in day-to-day filing operations, between official documents and documents of a personal or political character is extremely difficult. Of course it is easy to decide that the President's letters to his relatives are personal and that the promotion lists for the armed services are official, but, in the vast area between these two extremes, difficulties arise.

Aside from the difficulties of classification, the major objection to this proposal is that it would be a crime against history to break up the presidential collection and place its components in separate depositories. We must realize that in the presidential collection we have a rare and unique deposit of various kinds of evidence, which

does much of the historian's work for him. The totality of the collection is one of its greatest advantages.

Take, for purposes of illustration, a major controversial event, such as the steel strike of 1952. Here is something that had its impact on a whole range of Government policies and agencies. There is no one man alive, there is no single departmental file, that can furnish the historian with all the facts about Government action in that crisis. But more of the evidence was collected at the command post — the White House — than anywhere else. Some of the White House staff were working with the labor and management representatives, some with the Office of Defense Mobilization, some with the Department of Justice. The papers of these staff members, their diaries, memoranda, and recommendations, reflect the many facets of the problem and point the way to the relevant departmental records. Add to these the records of the President's appointments, his press conferences, speech drafts, and whatever personal notes he may have made, and you have the key evidence on the whole occasion. All these papers are now in the presidential files, and it would be very costly to future historians to break them up in accordance with some scheme of classification having no relevance to the event.

Furthermore, we should remember that in these days not all evidence is documentary. I have mentioned the newsreels; to these we must add the informal films made by the Army Signal Corps and huge photographic files of the same nature. In addition, there are sound recordings, not only of speeches and addresses but also of press conferences; and in the case of the latter at least the sound is far more revealing than the printed word alone. All these things are now part of the presidential files and should be kept together with the documents.

Another valuable element in the presidential collection is the President's library of books. Collected over the years, in and out of office, as is the case with the books of President Roosevelt and President Truman, they have, as well as considerable intrinsic worth, historical importance in showing the intellectual character of the man.

To further emphasize the undesirability of breaking up the presidential collection, I would like to point out that the historical value of that vast quantity of objects which a President collects — the material which for lack of a better word we have been calling his mementos — is greatly enhanced by proximity to the documents. The documents record how these objects were acquired, whence they

came, and their contemporary historical significance. Such information is essential to the museum curator.

Although many of these objects have an intrinsic merit of their own and can profitably be displayed in other museums, with other objects of their kind (something President Truman has been prompt to do, as in his loans of some of his possessions to the Smithsonian and his gift of the Franklin portrait to Independence Hall), many more are valuable primarily for their associations. Scholars should not ignore the historical value of these objects. They help to teach the public. Anyone who has stood in the Franklin D. Roosevelt Library at Hyde Park on a midsummer afternoon and watched the throngs of people crowding in to see these things (and the photographic displays and personal relics of President Roosevelt exhibited there) must recognize that he is present at a vital experience in the developing historical consciousness of the American people. These museum objects, as Mr. Truman often says, not only belong to the American people but help them to relive their own past and to pass on their sense of it to their children. Like the Eisenhower Museum at Abilene, so recently opened, these presidential museums tell the story not so much of great men as of great national experiences; and their demonstrated popularity is important to the whole historical profession.

To handle these objects efficiently, to evaluate and display them intelligently, and to create truly educational exhibits, it is important to have the documents and the other records at hand. We have come a long way in this museum field from the reverent and unchanging display of old campaign hats and Traveller's skeleton in a glass case — although, personally, I am very fond of Traveller's bones and the sentiment that inspires their preservation. And our new museum techniques require not only the skills of the artist, electrician, and stage designer but also the advice and counsel of the historian. Which argues, I am sure, for keeping the presidential collection, papers and objects alike, intact.

If we agree that Presidents ought to own and do own their papers and that their papers ought to be kept intact, together with the other objects acquired during their incumbency, we can now turn to more detailed questions of how to preserve and handle them. In pursuing this line of inquiry we must, first of all, consult the convenience of the ex-President in question.

On this point I find that the learned professions have a blind spot. Librarians, historians, and biographers all seem to feel that it is not the ex-President's convenience but their own that should have first

consideration. As a result we have proposals for central depositories of all presidential papers — if not in the Library of Congress, then at some unspecified point, usually in the eastern part of the country, in order to eliminate travel and expense on the part of scholars. The learned professions are really quite heartless in the matter; they want to tear the papers out of the grasp of their owner and open them to their own scrutiny regardless of his wishes.

But, with all deference to the convenience of scholars, we must satisfy the wishes of the owner first, because if we do not the papers may never get to the scholars at all. The owner, after all, can always destroy them, and some Presidents, or Presidents' families have done — or tried to do — just that.

Nor shall we lose much if we accommodate the owner first. The ex-President's wishes are usually simple. They may vary somewhat from individual to individual, but certain common objectives emerge from our experience with ex-Presidents.

First, most probably, the ex-President wants convenient access to the papers himself. He may not plan to write his memoirs, but he never knows when he may need to turn to his papers to settle some issue of fact or reply to some charge from his adversaries. Secondly, the ex-President probably wants others to have access to his papers. By and large, our ex-Presidents seem anxious to have the facts of their administrations more widely known. The old method was to authorize trusted friends to act as biographers or editors. The newer development, which finds its beginnings in President Roosevelt's plans for the Hyde Park Library and which President Truman is carrying forward, is to open the papers to all qualified researchers, at the earliest possible date, without discrimination. One of the reasons for this new development is the existence, in the National Archives system, of a corps of trained archivists, who can take charge of the mass of presidential documents, put them in order, and make them available for general research. Indeed, it is this concept of the presidential library, administered by the National Archives, that makes possible the early opening of the papers to scholars. For obvious reasons the collection must be under orderly control before the scholarly public can be allowed access to it. Otherwise, only specially trusted friends may be permitted to open the files. They will then have the burden of doing their own indexing and identifying, and still, in spite of their good intentions, they may get things into a mess.

Furthermore, the ex-President, whoever he may be, is not going to allow the public access to his files unless he can protect the con-

fidences of others that may be revealed in the papers. This is the third of the common presidential desiderata. Thousands of people write to the President under the seal of confidence. Some of these are official confidences, others are personal. Undiscriminating disclosures of such confidences may do much damage to persons still living and to continuing governmental policies. A President is under an obligation to protect these confidences. Unless this need can be met, the papers may be unreasonably delayed in coming into public ownership or they may never be made public at all. The old device of stringently limited access was one way of handling this need. The Federal Records Act of 1950 and the staff of the National Archives offer another.

The case of the Lincoln papers shows what can happen under the old method. Robert Todd Lincoln permitted only the trusted secretaries, Nicolay and Hay, to go into his father's papers, knowing that they would respect the decencies of examining private correspondence. After that he planned to make the papers public, but only when they were purged of confidential matter that might injure persons still living. He was always planning to do this job himself, and he carried the papers back and forth in a trunk between his summer home and his winter home for years. According to David Mearns, he never did find the time to weed them out, and eventually he deposited them in the Library of Congress, under a 20-year ban against their opening. By the time scholars were finally given access it was 82 years after Lincoln's death. To our eyes there appears little in the Lincoln papers that would injure anyone, but they may have looked different when Lincoln's contemporaries were still alive. At any rate, here were scruples, based on considerations of human decency, which there was then no way of satisfying except by the lapse of time.

Contrast this experience with the method set up by President Franklin D. Roosevelt and given statutory expression in the Federal Records Act of 1950. In a memorandum to which the courts gave testamentary validity, President Roosevelt nominated a group of friends to establish restrictions on the release of his confidential papers. The friends formulated appropriate rules, but it is betraying no secrets to say that the rules have been applied, for the most part, by the highly competent staff of the National Archives and Records Service in their work of sorting and indexing of the papers. In the course of time many of the restrictions will lapse, and confidences now withheld will eventually become public. Actually very little is held back, under the rules, even now.

The beauty of this method is not only that presidential scruples can be satisfied, but also that nothing need be destroyed and that the great bulk of the papers can be opened very promptly. In fact I believe that no presidential collection has been thrown open to general research in so short a time as the Roosevelt collection at Hyde Park. This is an advantage not to be overlooked; and, please remember, it could not have been done if it had not been for the National Archives.

The Federal Records Act of 1950 contains a provision inserted at the special request of President Truman, which authorizes the National Archives to accept the papers of Presidents and other public figures on conditions as to their release, imposed by the donor. The statute permits these conditions to remain effective for a maximum period of 25 years. I am not sure whether the period is long enough for all classes of papers, but certainly this provision gives the donor some of the assurance that is necessary if the papers are to come into public ownership at all. And under the provision, criteria can be worked out and applied by the Federal archival staff, as was done at Hyde Park, to release the bulk of the papers promptly.

In an exchange of letters with the General Services Administrator just before he left office, President Truman set forth his intention to offer his papers to the Federal Government, either under the Federal Records Act of 1950 or as part of the contents of his presidential library if and when it should be built. On the basis of this intention it has been possible for the General Services Administrator, working through the National Archives, to give former President Truman specialized assistance in the preservation and classification of these papers while they are still in his possession. Work on the papers is now being done by two competent archivists assigned from the staff of the National Archives. This work will expedite public access to the papers in the shortest possible time after they are turned over to the Government.

As the Federal Records Act of 1950 illustrates, one of the objectives of President Truman was to place presidential papers, including his own, under public ownership. President Franklin D. Roosevelt carried out the same intention in his Hyde Park arrangements. To both President Roosevelt and President Truman the most satisfactory method of achieving this aim seemed to be to place title to the papers in the Federal Government and their management in the hands of the National Archives.

I do not say that all future Presidents will want to place their

papers in Government ownership. We cannot now foresee what compelling reasons may rise against it. But the existence of the National Archives system makes it much easier to have Federal ownership than it was in the past.

For most Presidents before 1932, virtually the only form of national ownership available was through the presentation of their papers to the Library of Congress. The whole scholarly world, the whole Nation, owes a great debt to the Library of Congress for what it has done to collect and preserve presidential papers. But for a living ex-President, the deposit of his papers in the Library of Congress has manifest disadvantages. Unless he expects to continue to live in Washington, he cannot have convenient access to his records. Neither can he be on hand to help and encourage others working in his papers. Furthermore, the Library of Congress at present has no way of handling adequately the display of presidential objects and other forms of historical evidence, which are so important in the Roosevelt and Truman collections. And the same objections, in greater or less degree, arise in the consideration of any other proposal for a centralized depository for presidential papers. Finally, over all these proposals for centralization hovers the danger of atomic destruction.

The National Archives offers an alternative method of Government ownership which earlier Presidents did not have. With its regional record centers and its nationwide administration operating under the General Services Administration, it is capable of taking on a presidential record center outside of Washington. It meets the requirements of a living ex-President, offering him convenient access, assistance in making the records public, and the protection of confidences.

In addition, the National Archives does not operate such a center as an isolated institution or one of purely regional interest. It operates it as a part of the permanent record system of the Government, and a scholar working in it has access to other governmental records, through microfilming and correspondence.

The most valid objection to the concept of the presidential library under National Archives administration is that it results in scattering these institutions around the country. There is admittedly an inconvenience, for example, in having the papers of two Presidents whose administrations are so closely related as those of Roosevelt and Truman in widely separated locations. This geographical dispersion poses difficulties. There is no doubt about it.

Of course, one of the answers to this objection is that it is better

to have complete presidential collections scattered around the country than incomplete collections in one place. But there are other answers as well. Geographical dispersion has certain great advantages. The obvious benefit of safety in an atomic age is not negligible. And the degree to which a presidential library, well handled, can stimulate local and regional interest, not only in historical scholarship but in national affairs, is a manifest benefit to the whole scholarly community.

President Truman has always been anxious that his papers stimulate study and research and general public education in matters of Government throughout the mid-West area. He envisages his institution as stirring up and serving the needs of the State universities and the other institutions of learning in his part of the country. I have no doubt that this will be the effect of placing the library in Independence. Already the University of Missouri and the University of Kansas City have expressed their interest in the collection; in fact, each of them graciously offered to make room for it on its own campus. Nearby also is the University of Kansas, even nearer to Independence than the University of Missouri. For scholars in this area, for Ph.D. candidates and others, the location of a presidential library there will be of inestimable benefit. For them it will help to overcome the handicap of having the governmental records concentrated in Washington.

Indeed, I would like to suggest that in a country as great and as wealthy as ours, with so many centers of learning, most of the reasons for the centralization of records are fading away. The roots of our scholarship are widespread throughout the continent. It is no longer necessary to bring all the raw material for that scholarship together at one place. Looking toward the future we can be pretty sure that such modern aids to scholarship as microfilm will overcome most of the geographical obstacles to research. And if we are going to centralize our raw materials, where shall the center be? Is there a cultural capital of the United States? The trend is all the other way, and these presidential libraries may be blazing the path to a greater dispersal of other historical records and to a greater growth of scholarly activity throughout the country.

I hope that our Presidents to come, of whatever party, will follow this pattern. The Eisenhower Museum at Abilene, already successful as a monument not only to President Eisenhower but also to the great national experience of World War II, can be enlarged to contain the Eisenhower presidential papers. And the administra-

tion of this institution, too, can be placed in the competent hands of the National Archives.

A word about the progress of the Truman Library. Our announced fund-raising goal is \$1,750,000, of which we have collected over a million. The site is a beautiful knoll in a public park in Independence, not far from the ex-President's home. It is only 9 miles from the heart of Kansas City and is easily accessible to public and private transportation. Our architects are working on a design for the new site. It will be a one-story building in simple modern style, air-conditioned throughout. The record room, which will contain the papers, will be adjacent to the library and the reading room. There will be ample offices for scholars and researchers as well as for the archival staff. In this part of the building there will also be a working office for President Truman.

The whole area will be so arranged that it can be shut off from the exhibition rooms and the auditorium, which will be open to tourists. There will be one or two large exhibition rooms, a foyer, and an auditorium or motion picture theater. The whole building will crown the knoll and its elements will be arranged around a sort of patio or garden.

I believe that we shall be breaking ground early in the spring. I hesitate to predict a date for completion, but I hope that the Truman Library will be completed and that Congress will accept it and turn it over to the management of the National Archives before many more months have passed.

The Federal Records Center, St. Louis: Personnel Files and Fiscal Records

By EVERETT O. ALLDREDGE¹

National Archives and Records Service

AT an early date the Federal Government became the largest single employer in the United States. As such it also became the possessor of the largest group of personnel files in the country. The great increase in such files during World War II made the problem of their handling even more serious. In July 1950 a special survey showed that the service folders of civilian employees no longer working for the Government occupied over 485,000 square feet of recoverable space. This did not include scattered space in attics, basements, industrial plants, and the like, estimated to amount to another 100,000 square feet. The maintenance and servicing of these personnel folders were requiring the full-time employment of some 360 people, with part-time employment involved to the extent of possibly 200 man-years. The folders were held in over 48,000 filing cabinets and in many other types of filing equipment; and they were used to answer over 600,000 inquiries annually. The total yearly cost of maintaining and servicing these files, even when limited to recoverable space and full-time personnel, fell not far short of \$5,700,000.

More formidable than the figures above were those relating to the location of folders; in July 1950 they were in some 22,950 locations. This, however, represented about 12,000 fewer locations than in 1943. The practices among Government agencies varied greatly as to where the service folders of their "separated" personnel were to be found. In some cases these records had been centralized on an agency-wide basis; in others they remained in the widely scattered personnel offices of the agency; in still others, they had been partially centralized on a bureau basis. A great many person-

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nel folders from discontinued agencies had been accessioned by the National Archives. There was no master list of what was in the 22,950 locations outside the Archives. Doubtless the cost of preparing and revising such a list would have been prohibitive.

High as the foregoing figures are, they do not take into account personnel and space devoted to pay records and investigative records — two closely related types of records, which partially duplicate the service folders. If the service folders were about 510,000 cubic feet in volume, the pay records were close to 175,000 cubic feet. These records were not so scattered as the service folders — being in less than 5,000 locations; there were, nevertheless, some concentrations of such records aside from those in the custody of the General Accounting Office. No one in the Federal Government in July 1950 knew the volume of investigative files for present and former Federal employees. One of the principal reasons for this was that such files were usually part of much larger investigative files.

The July 1950 survey found personnel officers critical of the whole situation relating to personnel and pay records. Length of Federal service had become much more important to the employee than had formerly been the case. The amount of leave earned by a Federal employee had become dependent on it. An employee's place on the "retention register," of great importance when an agency was reducing the number of its personnel, was partially dependent upon length of service. The amount of annuity received, in the event of retirement, was even more dependent upon it. This meant that a personnel office needed the service folders documenting *all* of an employee's previous Federal employment. (It is not unusual for a Federal employee to have worked in four or five agencies.) Yet the dispersion of service folders, already noted, made reconstruction of service histories a lengthy, uncertain, and often impossible task. The following major difficulties were cited: (1) varying practices among the agencies, and even among the bureaus of a single agency, in handling their accumulations of "inactive" records required expensive and time-consuming correspondence and searching; (2) lack of control over the dispersion of the folders often created a situation in which the agency itself was uncertain as to the whereabouts of all its personnel files, especially of its older field records; and (3) the maintenance of folders at several organizational levels made possible the development of extensive "unofficial" files and caused confusion for those trying to compile service histories.

The idea of pulling together this mass of documentation into one easily accessible place apparently occurred to several people, among them the writer, in the late 1940's. The idea would have been mere wishful thinking had it not been for enlightened records management in the military departments. The Army, the Navy, and the Air Force had established during World War II comprehensive programs of records management. Gradually included in these programs was the operation of records centers to administer the files relating to persons no longer employed by these departments. The centers were popular and widely acclaimed. It might be noted in this connection that over 70 percent of the people who have ever worked in the Federal Government have done so in a military establishment.

On October 29, 1951, in a move to achieve economy within the Government, the Department of the Army and the Department of the Air Force turned over to the General Services Administration the management of their civilian personnel records center in St. Louis. A few weeks later the Navy disestablished its Mechanicsburg, Pennsylvania, civilian personnel records center and forwarded the files to St. Louis for inclusion in the new GSA Federal Records Center. Next the Veterans Administration removed from its Philadelphia records center all civilian personnel records in its custody and transferred them to the St. Louis center. Then the St. Louis center accepted the records of former personnel of the Department of Agriculture. On March 3, 1953, the Civil Service Commission, under authority of Executive Order 9784, issued a regulation making it mandatory for all agencies to send to the St. Louis center the official personnel folders of former employees one year after their separation. The Government-wide collection of personnel records, about which Secretary of Defense George Marshall had written the Administrator of General Services, was on its way to becoming a reality.

By June 30, 1954, some 40,000,000 "service folders" had been received at the St. Louis center. They arrived in all sizes and in widely varying states of completeness. Many of the "folders" turned out to be envelopes; others a few papers stapled together. For some former employees individual offices sent in as many as five folders. Some of these were sealed and labeled "Confidential — Do not Open," with no names on the covers. Many of the folders were old and crumbling, the tabs long since gone. They contained extraneous material of every description, and their contents were misfiled in every conceivable way. To have perfected the ar-

rangement of this avalanche of incoming material would have required at least 400 persons in addition to the 260 with which the center has been staffed from the beginning.

Personnel folders came into general use in the Government between about 1910 and 1917. Not until 1947, however, were the contents of the folders standardized by the Civil Service Commission. Then a farsighted effort was made to determine the essential legal documentation and prescribe that it be filed on the right of the folder. At the same time, the agencies of the Government were instructed to place all other papers, of more ephemeral nature, on the left. These latter papers were made eligible for destruction whenever the employee left the Federal service. The Commission further ruled that this new standardized service record should be called the official personnel folder.

For the archivist, one of the most interesting problems presented by the St. Louis operation has been the question of how long the service folders should be preserved. Early in the analysis of this problem it became apparent that any historical value of personnel records as a class related primarily to the individual, not in his capacity as a Federal employee but rather because of his position in the hierarchy of the agency or because of his personal fame or notoriety. Some relevant data, however, could be located in the agency administrative files, if the official involved was at a sufficiently high level. If he was at a lower level and if later in life he achieved prominence, information in his folder might perhaps be historically significant, but it would not be reasonable for the Federal Government to keep the files relating to millions of employees on the gamble that a historian or biographer might some day find in one of the folders the missing clue to explain the motives or character of an individual who later became famous. Similarly, the older personnel folders often contained letters of recommendation from prominent personages and at times exchanges of letters between Government officials. This became increasingly exceptional, however, as the service folders became more standardized. Many such documents were duplicated elsewhere, and those not so duplicated were too few to justify keeping personnel folders as a group. Nor could personnel folders be said to have significant historical value in the study of agency personnel practices, pay procedures, or organizational structure. Personnel actions involving one individual provided little more than a passing glimpse of organizational structure.

Even though their historical value may not be sufficient to warrant their permanent retention, the importance of the official personnel

folders in retirement proceedings and in determining the pension rights of former Government employees require that the files of those individuals be retained until these pension rights have been exhausted. Age is one of the determining factors in establishing pension rights, and therefore it is one of the determining factors in establishing the period of time during which the folders must be retained. Retirement benefits may be obtained after varying periods of service and at various ages, but it is not unreasonable to assume that former employees will not apply for these benefits after they are 75 years old. Consequently, at the latest, the retention period for the folders might be set at 75 years after the birth of the employee. To determine the practicability of basing disposal on date of birth, the files of 5,000 "separated" Army and Navy civilian employees were examined. Of these 5,000 folders, 842 or 16.84 percent failed to include the date of birth of the former employee; in these cases this disposal standard could not be applied. The same 5,000 folders included only 226 files for former employees who had reached the age of 75. This meant that such a disposal standard would permit the disposal of only 4.45 percent of folders reviewed. Screening would not be economical under such circumstances, although at a future date it would be advantageous.

As an alternative to basing disposal of the folders on the birth dates of individuals concerned, it could be based on the date of appointment or separation from the Government service. This was simply an indirect way of basing it on the birth dates. The Government within recent years has employed people 16 years old; these persons would in 60 years reach the age of 76, so the retention period might be set at 60 years after the initial appointment. If a 16-year-old is hired and resigns in the same year, however, as happened in the cases of 79 of the 5,000 former employees whose files were examined, the folders would have to be kept 60 years after the separation of the employee. If either of these retention standards were established, even in conjunction with a standard based on date of birth, the volume of records that could be disposed of in the near future would not be sufficient to warrant the expense of weeding them from the files now.

There remained the more practicable possibility of basing disposal of the official personnel folder and related papers on the death of the employee covered by one of the Government's retirement systems. The Civil Service Commission had received authority to destroy its own Service Record Division files on deceased employees 2 years after the date of death. There is no limit for the filing of

death claims, but the Commission was satisfied that the 2-year period would not affect such claims, which are normally filed within 6 months after the date of death. To avoid even the remote possibility that claims might be filed later, the disposal authorization could be phrased to make it contingent upon approval of the claim instead of basing it directly on the death of the individual.

The General Services Administration, the Civil Service Commission, the Bureau of the Budget, and the General Accounting Office recently agreed that the Administrator of General Services should give recognition to the principle, and the costs which make it imperative, that official personnel folders should not be considered permanent records of the Government. The General Services Administration agreed to issue a general records schedule² to authorize disposal of personnel folders at a specified period after the approval of a death claim or at a specified period after the birth or initial appointment of an employee. It was further agreed that the Civil Service Commission should facilitate the disposal of official personnel folders by requiring that all agencies in the future stamp on the tab or face of the folder the date of end of the employee's service and the date of his birth.

Personnel offices are also required by the Civil Service Commission to maintain a service record card (Standard Form 7), which is an official summary of the salient facts of employment history that is used to obviate frequent references to official personnel folders. Although the content of this form was standardized and prescribed by the Civil Service Commission less than 5 years ago, for a great many years before that many agencies had utilized some kind of service card. These cards came to resemble one another increasingly as agency forms-control specialists became responsible for their design, although even the advent of Standard Form 7 has not obviated variant practices among the agencies as to the regularity, accuracy, and completeness with which the cards are posted. The old service cards have been poorly kept, especially in temporary agencies, and often not kept at all for persons in unusual status, as WAE ("When actually employed") employees, consultants, and short-term temporary employees. In August 1948 the Civil Service Commission notified the Navy Department that its service record card might be used as an official service record in lieu of a lost official personnel folder. This was not to be done as a general operating practice of the Department, but the Commission felt that the

² See Isadore Perlman, "General Schedules and Federal Records," in *American Archivist*, 15: 27-38 (Jan. 1952).

card should be retained permanently. At about the same time the Department of the Army had been authorized by the National Archives and Congress to dispose of its service cards 6 years after the transfer or separation of the employee or upon the discontinuance of the installation. It is now clear that the Commission's position was the correct one; and the above-mentioned general records schedule accordingly includes service record cards among the records to be retained indefinitely on the grounds that they are invaluable reference tools. The wisdom of this decision is still not sufficiently understood by records management and personnel officials. The potentialities of the service record card in paving the way for disposal of the official personnel folder makes its value doubly important.

Because of the value of the service record cards the St. Louis Federal Records Center has invited all agencies to transfer their older cards to that center — particularly those for persons who left the Federal service before 1947. The agencies are slowly following the advice of the General Services Administration in this matter.

Now let us consider fiscal records. For the purpose of this article, these may be divided into two categories. The first consists of the General Accounting Office's original copies of payrolls obtained from the agencies for audit. The second category consists of copies of a wide variety of records maintained by agencies. The records maintained by agencies include: (1) retained memorandum copies of the same payrolls held by the General Accounting Office; (2) individual earnings records, such as Standard Form 1127 or its equivalent; (3) retirement record cards (Standard Form 2806), which are retained by the agency until the resignation of the employee, when they are sent to the Civil Service Commission; and (4) heterogeneous documentation supporting the preparation of the payrolls or earning cards.

The official personnel folder alone does not include sufficient information to answer all inquiries that are made about "separated" employees, as for example in cases involving dual compensation and tax deductions. It is examined in about 90 percent of the cases in which inquiries are adequately answered, and it is normally sufficient for such matters as service histories and "rehires." There are thus two principal uses served by fiscal records pertaining to former employees — in cases involving fiscal data and in cases where the personnel folder is not available and the fiscal records must be used in its place.

It is the writer's opinion that at least 400,000 personnel folders

were destroyed between 1885 and 1945 without authority. For these folders the relevant fiscal records are the only substitute. Many of the folders were lost by being "holed away." Others were inadvertently destroyed. In this connection, too, the hazards of war have taken their toll. It is estimated that the Japanese destroyed more than 50,000 personnel folders in the Philippines and Guam in early 1942, chiefly records of the Cavite Navy Yard. The fiscal records must also substitute in those cases of employees for whom personnel folders were never created. Although no validated figure can be given in this type of case, it is known to be extremely large. Personnel folders were not prepared for Works Progress Administration employees in the "project service," and to compile their service histories substantial use must be made of the retained pay records.

When the agency fiscal records are not in existence (and there have been numerous authorizations to permit their disposal after 5 or 10 years) resort must be made to the pay records in the custody of the General Accounting Office. Requests for searches in these pay records are received by the Comptroller General pursuant to Section 29.2 of the Civil Service Commission regulations. Normally the only cases which qualify for search by the Records Service Branch, Division of Audits, of the General Accounting Office involve retirement; that is, for substantiation of service claimed by a retiring employee or for statements of deductions made from pay. During a recent 16-week test period there were 589 such referrals. Projection of this figure indicates that the General Accounting Office handled about 1,500 such cases during that fiscal year. Officials of the GAO records center in Cameron, Virginia, confirm that for several years this has been the average workload for such cases. The basic record used by the GAO in making searches under Section 29.2 is the original of the payroll that was submitted, in accordance with GAO regulations in existence before 1944, by the disbursing officer for the employing agency. These payrolls were submitted with the other vouchers supporting the disbursing officer's account, in voucher number order. For audit purposes all payrolls were removed from the other vouchers and kept segregated until the account was completely audited. At that time all vouchers were assembled again, in voucher number order, for filing with the account under a settlement number assigned by the GAO. Because the payrolls are thus intermixed with other vouchers, searching them is difficult and time consuming. A project is now under way whereby civilian payrolls are being permanently segregated from

the other papers, so that they can be transferred to the St. Louis center.

The majority of agencies no longer send detailed payroll information to the GAO, since in most cases GAO auditors now examine payroll accounts at the agency site. General Regulations No. 102, issued by the Comptroller General in 1944, prescribed a simplified pay system under which no comprehensive roll is prepared. Instead, an individual earnings record card is maintained for each employee, showing in detail his pay record. This record is kept current through postings from change slips that are prepared whenever there is any change in normal pay. Only a list of the net amount paid each employee is prepared by the disbursing officer and submitted to the GAO in support of the account current. Agencies operating under this system maintain the official detailed pay record, and normally it is audited at the site by GAO representatives. Such centralized records or their equivalents, together with the leave cards that show the balance of leave owed the employees, clearly constitute the key fiscal personnel records in the Government.

Under General Regulations No. 102 the individual earnings record prescribed is Standard Form 1127. Agencies have found that the standardization should be one of content rather than format, size, and paper stock. The reason for this is that some agencies have built their pay system around tabulating, punch-card equipment; other agencies are using bookkeeping machines; and still others post by hand. Where the operations range from manual work to different kinds of mechanization, uniformity of content seems the only logical uniformity to be attained.

Some major agencies, among them the Departments of the Army and the Air Force, employ simplified payroll systems similar to that prescribed in General Regulations No. 102. Other agencies have adapted provisions of this regulation to suit what they believe to be their administrative needs. The Comptroller General has permitted several deviations from the provisions of the regulation. For example, the Post Office Department, the Customs Service of the Treasury, and the Bureau of Immigration and Naturalization in the Department of Justice have been permitted to continue the old comprehensive payroll, and the Navy field establishment uses only a vague adaptation of the principles of the regulation. Some agencies use an individual earnings record as well as the comprehensive payroll and thus post the same fiscal data on two separate records.

The simplified pay system of General Regulations No. 102, in

addition to providing for a centralized individual pay record, is predicated on the continuous site audit of pay records by the General Accounting Office and is intended to facilitate administrative audit within the agency. If the document that contains the salary postings — whether the individual earnings card or the comprehensive payroll — is retained for a substantial period of time, all other records created incidentally in the payroll procedure can be disposed of after audit, without fiscal or administrative loss. These records of less importance include the change slips, check lists, withholding tax and bond records, leave cards other than the final one, control registers involved in administrative and General Accounting Office audits, source documents such as the fiscal copy of the notification of personnel action, and time and attendance sheets. The Comptroller General has concurred in granting authority to several agencies, notably the Department of the Army, for the disposal of these auxiliary payroll records 2 years after audit of the related rolls. A general records schedule also authorizes the disposal of these subordinate pay records after relatively short periods of time.

The Comptroller General has established the policy of retaining the original payrolls, other than skeletonized payrolls, for a period of 56 years. This is probably the shortest period that could be established for these rolls in view of the many personnel folders missing and the reliance which must be placed upon these rolls for service history, as well as the need to furnish retirement and other fiscal information. At the same time various authorizations have been granted the agencies — with the consent of the Comptroller General — to destroy their older pay records, largely on the ground that the General Accounting Office has held the originals. This view, however, since the widespread use of the individual earnings record, is no longer tenable. Every argument advanced for retaining the old comprehensive payroll in the General Accounting Office for 56 years now applies to the individual earnings record card.

As a historical record, the individual earnings record card is far superior to the comprehensive roll, in addition to being simpler to prepare. The committee making the 1950 personnel records survey, alluded to early in this article, felt very strongly that a recommendation was in order, to make the individual earnings record card the heart of the Federal pay record system. Certainly, it may be said that the "IER" card, as it is often called, or, where such a card is not maintained, the comprehensive payroll (the original either filed in GAO or retained by the agency when so authorized under site or comprehensive audit requirements of the Comptroller Gen-

eral) is the fiscal document most essential for use in conjunction with the official personnel folder and the service record card.

Records retirement practices pertaining to pay records are still most unsatisfactory. The problem is threefold: first, the handling of agency pay records which are noncurrent and which have been created by varying procedures; second, the gaining of maximum reference utility from the payrolls submitted to the General Accounting Office papers supporting fiscal returns; and third, the introduction of greater uniformity in pay records now created and to be created in the future.

The St. Louis center is doing what it can about the first of these three problems by inviting all agencies to utilize its facilities as the central point for the storage and servicing of the records. The agencies are responding well, as they find that there is no type of reference service the center cannot render in this field — even if it involves taking such administrative action as that of reconstructing lost retirement record cards. The other two problems require more records management studies, a good deal of persistence and patience, and a concern for reducing costs within the Federal Government.

The existence of the centralized collection of folders at St. Louis is slowly bringing still other records collections into their proper focus. For many years the Civil Service Commission had maintained skeletonized personnel folders on most Federal employees, largely to document the legality of appointments. Did this file sufficiently duplicate the massive St. Louis collection so that it could be eliminated? After a thoroughgoing study by representatives of the Civil Service Commission, the Bureau of the Budget, and General Services Administration, it was agreed that it could be. The official personnel folder will henceforth contain this documentation.

There are other somewhat similar problems. The duplication (though small) between the St. Louis collection and the case files of the Bureau of Employee's Compensation comes readily to mind. The duplication (still smaller) with the Retirement Division and the Investigations Division of the Civil Service Commission is another case in point. Here again, considerable records appraisal is called for.

In summing up the significance of the St. Louis Federal Records Center it is particularly clear that it has been a money saver. By occupying only 300,000 square feet it has brought about a considerable saving in the space the Government had been using for personnel records. Its staff of 260 persons is about half of the person-

nel formerly engaged in such work. Though it contains some 18,000 filing cabinets, it has freed almost 30,000 others for more essential Federal papers. It has also added to the quality of the documentation over which it has obtained control. It is a rare case today when the service history of a former Federal employee cannot be prepared swiftly and accurately. Only a person who wrote his way through the morass of misinformation a few years back can know the achievement this represents. The St. Louis center is a monument to good records management.

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A New Measure of Things Past

By OWEN W. BOMBARD¹

Ford Motor Company Archives

WITHIN recent years history, once described as the collective memory of man, has surrendered the function of remembering to archival storehouses of knowledge, while preserving for itself the task of telling the story of man's past achievement. From this archival memory the historian can draw his facts upon which to build the story of yesterday. Yet the historian finds this memory still dependent in many instances upon the fortuitous survival of adequate records, subject if not to amnesia at least to paramnesia. As a result the frustrated historian becomes a seeker after scraps of paper, and the teamwork between those who preserve and those who expound is threatened by dissension and accusations mutually exchanged. From this tense atmosphere the historical narrative emerges too often studded with flashes of imagination cleverly bridging all gaps in knowledge and leading the archivist to look upon his supposed colleague as a talented writer of fiction.

Both the historian and the archivist are aware of these failings and have, in many instances where truth is more important than opinion, left off belaboring each other long enough to cooperate in an attempt to improve this situation. Their cooperation has resulted in the establishment of an increasing number of archival institutions, in both government and industry. This increase of archival organizations has been matched by a constant improvement in the techniques of the archival profession. New methods of maintenance, a systematic selection of records for retention, and vastly improved finding aids are but examples of the qualitative changes made in the last few decades.

The effort expended in these new developments and the promise of future growth foreshadow a time when all the significant records of American experience will be well housed and well serviced. There has been, however, a growing realization that documents, no matter how well selected and how well preserved, do not always tell the whole story. Too often in this age of rapid transportation and

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instantaneous communication, telephonic messages or personal conferences have shaped the major decisions of our time without leaving a shred of written evidence for the future. The harassed men of our day, moving in the confusion of accelerated time, have little opportunity to keep the leisured diary of a John Quincy Adams. Yet in the memories of such men rests much of the story of our time; and, when in the normal course of events these men die, the future will lose part of its past.

An awareness of this new problem in historical research led to an experimental program that would preserve the memories of men for future generations. Developed at Columbia University and applied to a specific field of research by the Ford Motor Company Archives, the useful results of this new technique have captured the imagination of many men devoted to the preservation of the American heritage. So much so, in fact, that there is a clear and present danger that many institutions, intrigued by its possibilities, will hastily adopt the new technique without a full understanding of all its implications. For that reason this discussion, based on the operations of the Ford Motor Company Archives, will attempt to outline the problems and state the fundamental assumptions of the technique which for want of a better name is called oral history.

Anyone with the slightest interest in the past is aware that the oral tradition was man's first means of historical preservation. The written word, once evolved, quickly replaced the memory of the old man of the clan as the proper record for posterity. Today through oral history memory has again become a method of historical preservation, but with a radically limited scope and purpose when compared to the sagas of prehistory. The new oral history makes no pretense of serving as the collective memory of a social group, nor does it aspire to the epic sweep of an Icelandic saga. It is simply a means of recording in readily available form the memories of men who have been the actors in events of historical significance. The sole purpose of oral history is to increase the quantity and quality of historical sources, to decrease the shadows of historical twilight now illuminated only by partial documentation.

Even in this limited concept, oral history can make no claims to originality. Other men in other times from Herodotus to the present have preserved memory sources for the benefit of future generations. Every contemporary biographer or historian has found living men an indispensable source for the completion of his work. The monumental collection of stenographic interviews with pioneers of the Far West made under the direction of Hubert Howe Bancroft

and the more recent compilation of narratives from slaves and the sons of slaves by the Writers Project of the WPA are but two examples of oral history at work. The present use of oral history differs from these examples only in the application of modern techniques of sound recording to the process of individual interviews, which in itself is as old as the first question about yesterday.

It is this application, however, with its deceptive ease of performance, combined with the color and human interest of oral history, that threatens in the near future to drown the student of the past in a flood of unrelated memoir material recorded solely for recording's sake. Neither gadget appeal nor the bandwagon of novelty can be sufficient justification for such haphazard recording programs, hastily conceived and poorly executed.

The considerations which force a judicious selection of documentary holdings are as valid when considering an oral history program as they are in channeling expenditures of time, energy, and funds toward the meaningful documents, allowing the chaff to fall by the way. The memory sources worth preserving must be as carefully chosen as are the documents destined for permanent retention. It might even be said that since oral history research actually creates records, it is necessary that even greater precaution be exercised than is the case in the selection of documentary collections. In the custody of almost every archives there can be found those intriguing and exasperating scraps which tantalize with their hints of a fascinating story partially told. No fragments more frustrating ever confront the genuine student of the past. Yet the unplanned oral history program, lacking proper coordination, promises only to multiply these frustrations.

The first care of any institution considering an oral history program, then, should be the planning of an integrated program in which each individual oral memoir becomes an added piece in the mosaic of the past and not just another unrelated spot of color standing alone. Such a program requires first the selection of a specific subject for investigation. Local circumstances and institutional purpose will, of course, be decisive in the final choice of the research area, but no matter what the chosen field, clearly defined limits in time and subject are essential to prevent dissipation of effort in the collection of unrelated fragments of knowledge. Any organization entrusted with the responsibility of preserving the social heritage should know where its records are complete and where there are blank spots in the documentary evidence.

If such an organization wishes to use oral history as more than

a gadget, as a really new tool in the archival workshop, it will direct its activity toward the known weak spots in contemporary records, where available documents tell only a partial story. Out of the union of oral history and conventional documents will issue a superior understanding of the past, for like buoys on the sea, contemporary records are channel markers in the course of history, while oral memoirs, the memories of men on the voyage, tell of life aboard ship and the evolutions between the known reference points on the track.

It is, of course, possible that there may be several areas of partial documentation, any one of which could be considered as a likely subject for investigation by oral history. In such instances, where the scope of the proposed program does not permit the inclusion of all possible subject areas and where documentation and desirability are equal, the area in which the best memory sources are to be found is obviously the logical choice.

These then are the factors that must be considered in the planning of an oral history program. In summary, it may be said that an oral history program will be a feasible addition to any archival operation where a specific area of historical information is known to be incomplete, articulate participants in this period of history are available, and institutional purpose will be better served by completing this part of the past from memory sources rather than by the expenditure of funds for other operations. The time and effort required for a preliminary survey of these possibilities are negligible in comparison to the waste which can result from ignorance.

All of these qualifications were ideally met by the Ford Motor Company, a vital industry not yet 50 years of age, with many known blank spots in company records. An oral history program is a logical part of the newly-established Ford Motor Company Archives, and an integrated operation was immediately planned in which oral history would supply the missing links in the chain of documentary evidence and touch with the color of human interest the records that did exist.

Establishing this plan, however, involved another primary consideration (which must be met by every oral research group, whether the program be intensive or limited, sporadic or continuous) — that is, the ensuring of the historical validity of the memoirs. As the capable archivist protects the scholar from false or garbled documents, so must he be doubly conscious of the hazards inherent in any memory source. Failure to develop high standards of accuracy in all oral reminiscences will be fatal to any recording program,

regardless of scope or purpose. Recognizing both the need and the danger, we have tried to build protection for the user into our recording process. We do not believe that our methods have been developed to a point where improvement is no longer possible, but we have tried to ensure the accuracy of information which will be used by management and scholar to draw conclusions from the past.

With this purpose foremost, we began in December 1950 an intensive study of available records within the company, preparing from this research a cumulative, chronological history of the Ford Motor Company and its creator. This chronology, constantly expanded by new information, is our ever-present test of the accuracy of memory. Then too this outline indicates where the factual framework is most in need of additional material to complete the structure of our history. Each memoir must fit true to this frame or be discarded as distorting truth.

While carrying on research for the chronology, the oral historians acquired at the same time an extensive knowledge of Ford history, a basic requirement upon which depends the success of oral history investigation. Experience has established the direct relationship between memoir quality and the increased knowledge resulting from a continuous study of Ford history.

The next step, that of choosing the persons to be interviewed, involves common-sense logic, dictated by the subject area under investigation and the extent of the projected recording program. In our situation it was obviously impossible to interview the thousands of men associated with Henry Ford and the Ford Motor Company. Choice had to be limited to those who, in our judgment, could contribute most to our recording program. No inflexible rules could be established, but for operational purposes we arbitrarily established two major areas, one relating to Henry Ford, the other to the Ford Motor Company. While the two are inseparable, this distinction permitted a classification of men by subject.

The first group included close associates of Henry Ford; his friends, business and social acquaintances, and domestics. From among these people those to be interviewed were chosen primarily on the basis of their intimacy with Henry Ford; their opportunities to observe him at work, at play, or in the privacy of his home. They knew Henry Ford as a man, not as the legendary figure of American industry.

The second group, that to be selected from among company personnel, presented a far more difficult problem. Our choice was further complicated by the need for a balanced program which

would embrace every phase of company history, with sufficient information from each area to allow the marshaling of evidence and the cross-referencing of sources so vital to the accuracy of our work. This problem was solved by including as essential all personnel holding key positions within the company over its 50 years of existence. Other names were added based on length of company service within each functional area of operations, such as sales, purchasing, manufacturing, and engineering. By this method we included all persons in positions of responsibility and obtained a representative sampling from all segments of company personnel. This cross section ranges from men on the assembly line to directors of the company; and their recollections, spanning time from 1863 until the present, are stories — almost all eyewitness stories — of the years in which America was changed by the force of industry.

With the completion of these preliminary preparations, we were ready to begin our recording interviews, choosing our first subject from among the oldest on our list. The logic of this choice is apparent, and experience unfortunately confirms the wisdom of this procedure. Age being equal, it is well to begin with minor characters in the story, for as the program develops the oral historian will bring to his later work an increased knowledge which will improve the quality of the recorded memoir.

Having chosen a man to be interviewed, it is essential to hold one or more preliminary conferences with him, not only to explain the purpose of oral history, but to allow the interviewer to learn more about the man whose life story he is to record. In these conferences we found many men who were aware of the historical significance of the era in which they lived and who welcomed the opportunity to prepare an autobiographical memoir for personal as well as historical reasons.

At these first meetings the oral historian should try to reach a sympathetic understanding of the person to be interviewed, and to learn his reaction to various interviewing techniques. He should obtain a brief sketch of the man's life and work so that he may prepare a guide for recording interviews in the specific field of his subject's experience. It is always suggested that the subject review his own records, make notes of important events, and at the very least begin thinking about his experiences. Many times these suggestions have resulted in the acquisition of valuable documents whose existence had been previously unsuspected.

After additional specific research and the completion of an outline guide, the actual recording interview can begin. In these re-

cording interviews, as in every instance involving human relations, techniques must be adjusted to the individual. Each meeting is a new experience for both participants, and the interviewer should strive to create a relaxed and sympathetic atmosphere for the best response from his subject. The recording machine should be placed out of sight if possible, the microphone should be unobtrusive, and the interview conducted in a conversational tone. If the interviewer succeeds in creating this relationship, the subject will quickly become absorbed in the discussion of past events, and his recollections will be far more complete and colorful than if he is constantly aware that he is "speaking for the record."

While an oral memoir can be no better than the memory and degree of articulation of the person interviewed, within this limitation the accuracy and coherency of each memoir will be shaped by the tact and skill of the trained oral historian. He must be constantly aware that the superiority of his technique lies in the capacity of his machine for total recall, the elimination of the former need to sift memory information through the filter of another's mind. He must not then intrude his own preconceptions, but through unbiased questioning must guide the person in telling his own story in his own way. For this reason there can be no fixed, specific list of questions, nor can a set pattern of response be expected. The interviewer should place himself in the position of an interested listener and at the same time be continually prepared to supply information which will stimulate memory and furnish the thread to carry the narrative forward.

An alert interviewer will be as quick to develop unexpected leads as he is to correct erroneous information without creating the tension he has been so careful to avoid. He will be patient enough to allow the subject to tell a complete story and yet tactful enough to prevent him from wandering too far from the matter under consideration. His major concern should be to develop as comprehensive and valid a story as circumstances permit, and yet in the interests of economy to distinguish between the obviously fruitless interview and the apparently barren surface that in reality covers a rich lode of historical lore. The need for this distinction has been borne out in our experience where interviews range from a bare 30 minutes to well over 60 hours of recording. Despite the skill of the interviewer, however, the ultimate gauge of quality is the memory and capacity of the person interviewed.

Completed recordings would be awkward research tools if preserved only on spools of tape. The remaining stages in the oral

history process are designed to overcome this deficiency by increasing accessibility of this material and at the same time providing additional safeguards of historical validity.

The first of these stages, transcription from the recorded tape, is much more important than would seem at first glance. Much depends upon the skill of the transcriber in integrating the interviewing questions and answers into a smooth-flowing narrative. She provides the sentence and paragraph structure, eliminates the false starts and stops, and in the final analysis determines the conversational flavor and style of the preliminary manuscript.

Once the transcript is completed, it is read by the interviewer, who in a series of marginal notes requests correction, clarification, or elaboration wherever necessary. The manuscript is then returned to the person interviewed for his own correction and editing.

Despite every precaution, the subject is seldom prepared to see his own words in print. Reaction runs the complete range of human emotion, and it is refreshing to have the real flavor of oral memoirs appreciated as by the subject who wrote:

In order not to lose the spontaneity of what I had to say — quite illiterate though it seems in spots — I have approached the job of editing with the utmost reluctance and therefore you will see what might be considered only minor deleta and addenda.

Few of the men interviewed have had any editorial experience. This can present problems as it did in the case of the man who carefully, throughout some 400 pages, changed every "I saw" to "I seen." However, diplomatic suggestions for changes can generally protect such a man from his own well-intentioned energy.

After the last revision in content, the memoir is ready for final processing. It is arranged in topical or chronological order, proof-read as a final check of accuracy, and then typed on permanent record paper. The finished manuscript is indexed, a table of contents is prepared, a photograph of the man interviewed is added as a frontispiece, and finally the memoir is bound. One bound copy, signed by the subject, is deposited in the Archives for reference use; a second bound copy is given to him for his personal collection. To increase the accessibility of memoir material, index cards for the completed reminiscences are added to a cumulative index and the memoir becomes available for use by qualified scholars interested in the material included within its covers.

This is the process which transforms memory into a permanent record for future research. By this method more than 6,000,000 words have been added to the available information on Henry Ford

and Ford Motor Company. However, quantity alone is a poor measure of the value of any historical collection. The real significance of oral history can be found only from an analysis of this new material in terms of its contribution to our understanding of the past. A detailed study of the areas of Ford history enriched by this method would be too involved for our present purpose, but we can say that, beginning with the childhood days of Henry Ford and proceeding to the present, oral history has added invaluable information phrased in the accents of the time.

Out of the darkness of the past, men's memories have brought once more to light the events which helped shape the destiny of a country. From the minds of his associates we have drawn the story of Henry Ford's early interest in things mechanical, his apprentice training, and his never-forgotten dream of a horseless carriage. Almost all we know of his early gasoline-engine experiments, his manufacturing experiences in his first two companies, and the machine shop he financed for the making of engine parts, comes from oral reminiscences. Several fragmentary documents indicated the existence of a subsidiary company, but its purpose remained unknown until a member of that company explained how this organization played a decisive role in determining the direction and control of Ford Motor Company. For the first time the previously unknown technicians, tool designers, and engineers whose skill was responsible for the technological revolution of mass production have emerged from obscurity to take their proper place in the story of American industry. Every major change in engineering design from 1903 to the Model T, the Model A, the first V-8, and the present Ford car has been explained and discussed by the men who were a part of the fabric of change. Administrative ideas and methods, always an intangible part of business success, have been described and evaluated both by those who were responsible for policy and by those who executed it. The acquisition of raw material resources, the growth of a transportation network, and the organization of a world-wide sales program can now be studied from the memories of men who were active in these developments. Our memory sources encompass both the reaction of men on the assembly line to the forces of the new industrialism and the impressions of those most responsible for its creation.

As a pioneer in the technological revolution, the Ford Motor Company has left an indelible impression on the American way of life. The sources of this impression can now be studied from the

recollections of men who were its cutting edge. We can see an age in transition through the eyes of the creators of change.

This memoir material, when combined with contemporary documents in the custody of the Archives, has made possible a more complete re-creation of the past for the information of the future. Within the company these records have already served to explain and enliven the events of yesterday in company training programs, studies of manufacturing progress, and the media used for the backward glance of an anniversary year. Scholars have become aware of the unused richness in the custody of the Archives and are beginning to investigate that phase of industrial history contained in its collections. Recent publications indicate the value of these holdings and the significance of oral memoirs which have supplemented the documents in every instance.

Qualified scholars are given access to the recorded reminiscences in the belief that they will not accept any memory source without applying the standards of criticism commonly accepted by the historical profession. We have taken every precaution to insure historical validity in our recording process. We provide more than one account of controversial events and we provide documents which can be used as a test of truth. If the historian can then go astray, it is because of the failure of his own tools, not of the sources provided for his use.

Needless to say, we welcome intelligent use of our oral history records not only as a recognition of their value but also as a testing ground where deficiencies can be recognized and recommendations made for improvements in our methods. We would not say with Voltaire that "History is after all nothing but a pack of tricks which we play upon the dead." Our program of oral history has as its purpose the clarification, not the confusion, of history.

Planning a Records Management Survey

By IRVING ZITMORE¹

Records Engineering, Inc.

THE "management survey" is the principal tool used by the management engineer to plan and improve procedures, organizational structures, and those other factors that are essential to the operation of a private business or a Government agency. The survey may be defined as a systematic exploration of those areas having the greatest need or opportunity for improvement. The purpose of the survey is to identify problems, determine their causes, and devise remedies.

I have purposely included the phrase "opportunity for improvement" as well as "need" for improvement. The management analyst will frequently uncover a need, but no prospect of effecting the needed improvement. The improvement may require a substantial outlay, there may be serious personality obstacles, or there may not be time enough within the limits of the survey to devise a solution and convince all concerned of the solution's practicability and advantages. In short, the management analyst must be realistic and develop a keen sense for distinguishing between improvements that will be accepted and those that have little if any chance of being adopted or at best will have to be deferred to some later date.

The work of the survey may be divided into the following phases:

1. Planning and preparation for the survey
2. Fact-gathering
3. Organizing and analyzing the facts
4. Developing and testing proposals
5. Selling and installing the recommendations
6. Following up on installed recommendations

When planning the survey, determination of the proper scope and level is the first consideration. Scope and level can be established only by top management working closely with the survey planners.

¹ Since 1948, Mr. Zitmore has been vice president and general manager of Records Engineering, Inc., a management consulting firm specializing in paperwork simplification. He read this paper at the annual meeting of the Society of American Archivists at Williamsburg, Virginia, September 13, 1954.

The scope of the survey is of course limited by the amount top management is willing to pay in terms of regular employees assigned or outside consultants engaged. There is no easy way to conduct a really objective and analytical survey. "Walk-through" surveys are always unproductive. The extent of the survey necessary may be judged by what I like to call the "symptoms of need." The following are only a few of a long list of common symptoms:

1. No legislation, policy, or central authority controlling the retirement and disposal of records
2. Chronic demand for more personnel, space, and equipment for records
3. Uncontrolled and continuous procurement of equipment and supplies for filing, duplicating, or microfilming records
4. Lack of facilities for the low-cost storage of inactive records
5. Uncontrolled forms, reports, and issuances
6. Lack of written procedures or charts covering major records operations
7. Chronic inability to locate records when needed

The time required to complete a survey will of course depend upon the scope of the undertaking. Though it may not be possible to estimate precisely the time requirements for the survey, the expert planner will set time guidelines to ensure that all important areas are at least inspected for possible problems. Additional time may have to be added to study the "trouble" areas fully.

It is very difficult to determine the final cost of the survey. A basic cost figure may be established by setting predetermined time and personnel limits; such practice, however, may preclude "running down" some of the important leads developed during the survey. Some leeway or latitude is desirable when placing a price tag on the survey.

In pinpointing the survey's objectives, the planners will be faced with a number of questions. Is the survey team to solve problems for the operating departments or to teach the operating departments to solve their own problems? Will the survey team prepare a complete inventory of records and records disposal schedules? Will the survey team draft legislation, if necessary, and install or supervise the installation of new procedures?

Within the limitations of personnel and time established, the planner should include in his survey only those items which, if they have to be cut short, would still provide a usable unit of work accomplished.

When considering the need for taking inventories of accumulated records and preparing detailed records retention schedules, it should be realized that such activities are time consuming and may

not be practical within the limits of the survey. Inventories of records in some instances may be useless except to forecast how much space will be required for the storage of inactive records. Schedules of records essential to the performance of any function or program often can be prepared without knowing the size, form, or quantities of the records on hand. There may also be some priceless old documents moldering away in some basement storage vault. These, however, will be found and recovered when the continuing program is established. The "pay dirt" for the survey team is more likely to be in the field of current record procedures and reporting systems. A records management survey which is confined only to identification of old records and the preparation of record schedules will yield very meager returns.

Once the scope and time limits have been determined, the question of who should conduct the survey arises. There are three choices: the use of internal organizational personnel, the use of outside management consultants, and a combination of internal and external personnel.

With internal personnel the need for special budgetary requests or appropriations is eliminated. These people also understand the organization, and spend no unproductive time in familiarizing themselves with policies, methods, and personalities. They know or can easily determine what is done and who does it. These are the advantages of an internal group over outside consultants.

Before deciding to do the job with internal personnel, however, the following questions should be explored. Is there an existing management group within the organization? Are the specialists competent in this field of inquiry? Will their work schedules permit the taking on of an additional survey? Suppose all the answers are "yes," there are still other important considerations to reckon with. We must think of the difficulties that arise from the pressures of personalities and of personal loyalties that are likely to influence the survey analysts' judgements. There is also the problem of the local people being very close to the job and hence perhaps overlooking basic changes that would be beneficial. It may be that they lack influence or prestige and as a result will be unable to sell their program.

Internal groups may make some enemies among the operational staffs, too, because of previous positions that they have taken on staffing, methods, procedures, and general organizational problems. Unless they are extremely diplomatic, they may have outlived their usefulness to an organization.

The outside consultant's value lies in his objectivity. He may see defects in a procedure that would be invisible to a person accustomed to the old established way of doing business. Competent consultants usually have no axes to grind. They are interested in doing the assigned job efficiently, expeditiously, and economically. They usually work for the highest level of management and are in a position to command greater respect and get a better hearing for their recommendations. Management, having hired the specialized firm that it has confidence in, will respect the findings. Once the job is completed there is no further need to maintain extra people on the payroll, as is often the case when individual analysts are employed for an inservice operation.

There are also disadvantages to hiring outside consultants, the most important of which is the need for extra appropriations. The out-of-pocket expense appears greater at first glance. Consultants must invariably spend some time acquainting themselves with the internal structure. Agency staff members are almost always suspicious of outside consultants, and unless they are properly handled this can cause a morale problem.

This brings us to the third choice, a combination of internal and consultant personnel. Some of the members of the survey team should be regular employees of the operating departments or of the organization's own management staff. This approach assures continuity of action, proper followthrough, and general speedup of the survey.

The final step in planning the survey is to prepare a written statement of the survey's objective and the plan for its conduct. After approval by top management, copies of the statement should be sent to all interested staff and operating components of the organization. The statement should be supplemented by meetings at which members of the survey team may be introduced to department heads and their immediate assistants. Whenever possible, at least one employee of the department being surveyed should participate in the survey. He will be needed to install the new procedures resulting from the survey. At every opportunity the survey team should promote the idea that the organization under survey has the basic responsibility for solving its own problems.

Our survey team is now ready for the factfinding phase of the survey. What facts are we going to gather, and by what methods are we going to gather them?

One of the first things we do is to look at the annual budgets. We can usually identify some major items as essentially problems in

records management. We consult with the department heads, the purchasing agent, the treasurer, the comptroller, or other top officials whose knowledge or contacts cut across organizational lines.

We soon learn in this business to go after bear and not waste our limited time and energy in chasing rabbits. When we are trying to convince top management that an active records management program merits continued high-level support, we cannot dilute our efforts by trying to improve everything.

The management engineer in the broader fields of administrative management, as well as in the specialized fields of records management, has a fairly well recognized methodology. He gathers facts by examination of existing records and procedures, interviews with operating people, questionnaires, and personal observation.

There are limitations to all these methods. Existing records are frequently inadequate. Interviews are useful because they tend to uncover the informal or actual procedure, rather than the formal procedure. Questionnaires are helpful where the scope of the survey prohibits personal contacts. None of these three methods can take the place of the hard work involved in making personal observation of the operations. Personal observation will reveal cluttered file drawers, people walking about a great deal, supervisors' desks piled high with work, and other symptoms of need for improved records practices. Examination of the forms used and workers' desk audits are other useful types of the personal observation technique.

The average survey involves a combination of the various methods of gathering facts. In our work we must constantly resist the temptation to track down details to the point where conclusions cannot be reached within the time limits of the survey.

Limitation of space will not permit me to discuss in detail the various methods of organizing and analyzing the facts gathered by the survey team. I shall also have to pass over the developing and testing of proposals.

We now come to the important phase of selling and installing the recommendations. I have seen a number of excellent survey reports on records management in Federal and local governments, but I cannot avoid the general impression that they are too unattractively presented and rely too heavily on statutory authority to sell the program. If you have seen one of these reports you have a feeling you have seen them all. Word is piled upon word until no one could realistically hope that any top executive could read the report. No attention is given to compelling covers, to striking

graphic presentations, nor to any of the other devices that prompt decisive action. These reports, furthermore, give the impression that no sales effort is necessary. In government, too much reliance is placed on legislation that requires department heads to conduct "active, continuing programs for the efficient and economical management of records." Neither efficiency nor economy can be guaranteed by legislation.

In our work with private industries, we have no acts of Congress to sell our recommendations. We must somehow find at least one major improvement that will produce savings enough to offset the entire cost of a records management program for some years to come. This calls for superior talent and long hours of tedious detailed procedural charting to present the before-and-after picture in simple terms that the top executive can quickly grasp. Sometimes it means the uncovering of a costly, long-accepted standard practice which on close examination proves to be entirely unnecessary.

Survey recommendations, if at all possible, should be translated into monetary savings. Since the success of a survey is almost always measured in terms of dollar savings, the reports should fully document such savings. Top management is more apt to go along with the recommendations if substantial economies can be effected.

We usually deal with overworked executives who have no time to read lengthy reports. If such a man receives a bulky report he will pass it along to some subordinate to prepare a summary. By that time the opportunity for broad, sweeping changes has usually passed.

I have come to the conclusion that formal written analyses and presentation of a vast amount of facts are usually a waste of time. The same can be said of long, formal, written reports. The danger of a formal report is that, unless a proposed change is adopted at once, it will not be adopted after the survey is completed. We all know of many good, well-written reports that are now gathering dust. We also have little patience with the methods expert who drops his recommendations in somebody's lap and then vanishes.

As a solution to these problems, we have adopted a form of report which we call a "preview." This is a brief description of the proposed change, not over two pages long, and usually accompanied with before-and-after procedure charts. This preview, discussing the changes proposed and the probable advantages, is presented to the top management and operating personnel. If it is accepted, the survey team analysts "fill in the holes" in the proposal and work

out the necessary details from their voluminous notes. Preliminary tests of the new procedure are made before the survey comes to an end. The survey team and the operating personnel "work out the kinks." The operating people seem to like this method because they share in the development of the proposal. More often than not, the proposal could not have been made to work because of the minor details that the survey team could not reasonably be expected to foresee. If the proposal is not accepted for trial, no lengthy writeup is attempted.

To those of you who have had experience writing a recommendation, complete with all the details and arguments that present an objection-proof case, the advantages of this procedure are obvious. By our "preview" methods, the survey team does not have to dot every *i* and cross every *t*. Time is not consumed waiting for the operating people to write a long rebuttal. Top management's time is not wasted sitting in judgment on the merits of the two points of view. I do not suppose that our "preview" report is entirely unique. We feel, however, that it differs in some important respects from most presentation devices. We go to considerable pains to present the proposal in graphic form so that top management and operators can easily visualize the objectives. We then work with the operating personnel in implementing the recommendation.

Apart from the techniques and survey approach I want to add a word of caution about objectivity and need for top-level support. Not uncommonly the fundamental causes of the records problem rest at the highest level of the organization. Anyone who has tried to get a mayor, county commissioner, or top executive to take time out to look at a basement vault full of old records will know what I am talking about. In a local government agency there may be outmoded laws directing the dogcatcher to keep a record of all dogs caught, and he interprets this law as legal prohibition against the destruction of obsolete records. In a private business, an attorney may remember an unusual case that hinged on some old record and shudder at the thought of destroying any scrap of paper.

In such cases, a survey of a government agency must include the drafting of legislation or ordinances authorizing the disposal of records after they have outlived their usefulness. A survey of records of a private business, under such circumstances, may have to convince top management that a policy on records retention can be evolved that will meet all reasonably foreseeable eventualities.

The survey may also have to establish beyond any shadow of doubt that modern records management deserves, and is not likely

to succeed without, continuing interest and support at the highest levels.

Don't misunderstand me. I do not claim that waste in the management of records is chargeable alone to lawyers and top management officers. There is no question that big files beget big staffs and that file room supervisors in government and private business do not usually welcome proposals to reduce the size of their record holdings. When questioned about the need for all the inactive records, files personnel can always recite unusual, humorous, or dramatic instances involving some older record. It is human nature to come to the defense of one's vested interests. Such resistance to change at lower levels, however, can be overcome much sooner and at less cost if top-management support is clearly indicated. In some cases, I have felt that the high cost of a records management survey was recovered at the moment we convinced top management that something — in fact, many things — could be done about the records problem.

In closing let me summarize the major concepts of a records survey. The purpose of the survey is to convince top management of the value of a continuing records management program. We do not try to complete all the elements of a well-rounded program for the client; we try to teach the client's staff how to solve problems for themselves. If competent personnel does not appear to be available within the client's existing organization, we try to help him select such personnel. Wherever possible, we prefer to have the client's personnel participate in the survey. We also would rather carry through to completion a few successful proposals than start a number of projects and leave them to gather dust in a formal report.

CALENDAR OF WASHINGTON PAPERS AVAILABLE

The Library of Congress has some 600 copies of the *Calendar of Washington's Correspondence With the Continental Congress* (1 vol., pub. 1906) and of his correspondence as Commander in Chief of the Continental Army with his officers (3 vols., index vol., pub. 1915). Copies may be obtained free from the Office of the Secretary, Library of Congress, Washington 25, D. C.

Resources and Research in the Hoover Institute and Library

By C. EASTON ROTHWELL¹

The Hoover Institute and Library

THE Hoover Institute and Library at Stanford University is dedicated to the study of war, revolution, and peace in the twentieth century. Its collections offer unusual opportunities to the historian, whether his interests center in Europe or in Asia or whether they extend beyond geographic confines to the great upheavals that have swept the world within this century.

The beginnings of the library go back to the First World War. While directing relief operations in Belgium and northern France, Herbert Hoover decided to make a collection of the interesting and historically important papers that came into his possession. The collection grew rapidly and Mr. Hoover decided that it should be placed in a university. As an alumnus and trustee of Stanford he made this proposal in 1919 to the university's president, Ray Lyman Wilbur, who responded immediately and favorably. At his request E. D. Adams, then chairman of the history department, went to Europe to initiate the program. These steps led to the establishment of the Hoover war collection.

In the years since 1919, the war collection has grown rapidly and extensively into the Hoover Institute and Library on War, Revolution, and Peace, which is today housed in a 285 foot tower on the Stanford campus. Many persons, both here and abroad, have shared in the development. Principally its growth is due to the efforts of Mr. Hoover himself; to the wise and skillful leadership of Profs. E. D. Adams, Ralph H. Lutz, and Harold H. Fisher; and to the tireless and fruitful work of Nina Almond, who served as librarian during the first 25 years. Throughout its development the Hoover Library, a specialized research institution, has enjoyed the great advantage of close relationship with the excellent university library.

¹ The author of this paper, which was read at the annual meeting of the American Historical Association in Chicago, December 29, 1953, is the director of the Hoover Institute and Library. After teaching at Stanford University and Reed College, 1932-41, he served as an official of the Department of State, 1941-46. In 1947 he joined the staff of the Hoover Institute and Library, and since 1952 he has been its director.

The records of relief activities and other documentation on the First World War formed the nucleus of the original collections. These included the archives of the Commission for Relief in Belgium, those of the American Relief Administration of 1919-23, certain files of the American National Red Cross and the International Red Cross during the First World War, together with Mr. Hoover's personal files as Food Administrator in 1917-19 (the records of the Food Administration are in the National Archives). Other documentation on this period took the form of books, pamphlets, propaganda leaflets, and similar material.

Soon after the war it became evident that the problems of peace-making rivaled in importance those of war itself. Moreover the ground swells of social and political change, which stemmed from the war or were accelerated by it, equaled or surpassed the war in historical significance. Consequently, the scope of the library was extended in the 1920's to include these aspects of twentieth century change. As Mr. Hoover put it,

I became impressed with the fact that the most important aspect of the century was perhaps not the war so much as the consequences of the war; that is, the social, economic, and political currents which had sprung from it. The rise of democracy in Europe after the war and its collapse into Communism, Fascism, and National Socialism have contributed to make one of the greatest human crises in history. Therefore, instead of limiting the new Library to purely war material, I determined that the work of collecting should be continued and should be directed especially to securing records of these movements. . .

This period of world-wide experimentation in social, economic, and political institutions will be of importance for a thousand years to come. The work of collection will not be complete until these social and economic currents have run their course and have reached again some common elements of stability.²

Until the Second World War, the library was principally European in focus. Concern with such matters as international communism, colonialism, and the mandates system had led, however, to the development of small collections on other areas of the world. When the recent great war engulfed the Middle East and Asia, it became clear that the basic problems which the library sought to document were worldwide in range and should be so treated. This fact, together with the impact of wartime training programs in the Hoover Institute that centered upon Asia and the Pacific, prompted the building of new collections on China, Japan, Southern and Southeastern Asia, and the Middle East.

² Nina Almond and H. H. Fisher, *Special Collections in the Hoover Library on War, Revolution and Peace*, pp. x-xi. (Stanford University, 1940).

The Hoover Library has thus greatly enlarged its scope, but its major research collections are those on Western and Central Europe, Russia and the other Slavic areas, China, and Japan. The collections on Turkey and the Arab countries are rapidly approaching major proportions. Smaller but unique bodies of material have been assembled on Southern and Southeastern Asia, Iran (Persia), and Africa.

Several basic principles have governed the acquisitions of the Hoover Library and have shaped the nature of the collections. Every effort has been made to fulfill the basic purpose — to document war, revolution, and peace. The staff has discovered, however, that developments pertaining to war, revolution, and peace reach deeply into the tissues of society. This circumstance has, in effect, produced a library of the social sciences. Although the main bodies of research material pertain to the twentieth century, and more especially to the period since 1914, they are supported by reference or background materials reaching further into the past.

Because of the overriding topical interests of the Hoover Library, the materials on the various areas are highly comparable. With due recognition of cultural and historical differences, there is much the same subject and documentary range in the collections, whether they are Russian, Chinese, German, or Egyptian. For this reason, the library is well suited for comparative historical studies. Moreover, the topical breakdown within the individual area collections supports the library's general collections on such subjects as international communism, peace movements, and international organizations.

The research collections consist very largely of primary documentary sources. These range from government archives through political party organs to pamphlets and posters, journals and newspapers. Some very important manuscript material is included, particularly in the Western and Central European and Slavic collections. The library adheres carefully, however, to the policy of acquiring manuscripts for their research value rather than as museum pieces. Supporting the primary documentation are such basic reference tools, monographs, and secondary works as may prove necessary to the scholar. For all non-European areas, the materials in indigenous languages have been supplemented as necessary by others in the European languages.

In building its collections, the Hoover Library has taken into account the holdings of other libraries. A division of responsibility has been worked out with the Stanford University Library, which

has excellent collections complementing those of the Hoover Library, both as to time and field. Collecting on Southern Asia has been correlated with that of the University of California Library. The development of the Southeastern Asian collection takes into account what is being done at Cornell. The collections of the Hoover Library are in many respects parallel to those of the Library of Congress in comparable fields, although each institution possesses much unique documentation. Experience has shown that some duplication is unavoidable in libraries situated 3,000 miles apart.

This necessarily brief account of the development of the Hoover Library and its present character leaves much unsaid. Fortunately, I am able to refer you to a more comprehensive statement on these subjects by the present librarian, Philip T. McLean.³

In this short paper it will also be impossible to describe in adequate detail the major collections of the library. I shall be able to touch upon only the more important holdings in some of them. However, I shall be happy to send to those who may be interested the first of a series of resource surveys that have been compiled during the past 3 years. The first pertains to the Russian collection and was prepared by Witold S. Sworakowski, curator of Eastern European collections.⁴ Those on the other collections will be distributed to interested libraries and individuals as rapidly as they are published.

The strength of the German collection lies in the rich background material on the First World War and the exceptional files of the war period; in the documentation of the development of socialism in Germany and that on the history of the Weimar Republic; in the coverage of all facets of the rise and activities of the National Socialist regime and the resistance to it within and outside of Germany; and in the materials on the Second World War, postwar developments, and Germany under Allied occupation. The extensive holdings of German Government publications include Foreign Office documentation, laws and statutes of the central and provincial governments, and long files of ministry reports. Among the more noteworthy research holdings are the early materials on the Nazi movement, parts of the Himmler files, and some sections of the anti-Komintern archive.

The Himmler material comprises about a hundred folders of photostatic copies of the S. S. chief's own files. They are concerned

³ Philip T. McLean, "The Hoover Institute and Library," in *Library Quarterly*, 19:241-249 (Oct. 1949).

⁴ *The Hoover Library Collection on Russia* (Stanford University Press, 1954. 42 pp.).

largely with S. S. activities in the occupied Eastern areas during the war period although there are some folders concerning the Scandinavian and Low Countries also. These files complement similar holdings in the Library of Congress. The rather voluminous anti-Komintern archives covering the years 1936-44, in some 200 folders, were used as a tool by the Ministry of Propaganda and other German Government agencies. They are almost global in their scope and are of particular interest as a source of information for the history of the Communist Party in the various countries where the Germans worked through counterorganizations. In addition to collecting data on Communist activity these organizations often served as a front for Nazi infiltration.

The library has in addition the *Deutsche Kongress Zentrale*, which contains the records of German participation in international meetings and congresses during the Nazi period. In part they are not archival as they contain the printed records of many meetings available elsewhere. In part they are strictly archival as they contain personal data on participating members.

For France, there are complete sets of the most important government publications from 1914 to 1952: the *Journal officiel*, parliamentary debates, and foreign policy documents. The holdings are good on the "phony war" of 1939-40, the Vichy period, the collaboration trials, and Free France and de Gaulle. Materials on the French resistance movement are excellent and in the main unexploited. Among them are the records of various organizations participating in the resistance. The period of the Fourth Republic has been covered systematically, with special attention to the political parties, in particular the Communist Party.

For Spain there is excellent coverage of the civil war, together with Spanish refugee materials published in France and Latin America.

For Italy, parliamentary records and some significant serial and newspaper holdings are continuous from the period of the First World War. Available also are publications of the Socialist and Communist Parties, an excellent collection on the Fascist movement, and a substantial group of materials on the resistance.

The collections for Eastern Europe are outstanding among the resources open for use in the United States. By far the most comprehensive is that on Russia. I shall treat it only briefly, as copies of the recently compiled survey are now available. It is sufficient to say that the materials cover thoroughly the late Czarist period, the revolutions of 1917 and the ensuing civil war, the provisional government, and the Soviet period. Here should be mentioned a con-

siderable number of archives and collections of personal papers covering the Czarist period and the civil war. They include diplomatic files from Russian legations in European countries, private papers of prominent and political leaders, and files of various anti-Bolshevik governments. Among the topics for which the collection on the Czarist period is particularly rich are the land and peasant problem during the imperial regime, industrialization and the expansion of trade, the rise of the revolutionary movement and Bolshevik activities before 1917, and Asiatic Russia and its colonization. The documentation of the Soviet period is unusually complete for the early years (1918-23) and provides a thorough body of research materials on internal developments and international communism from 1917 to the present time.

Of the collections on other countries of Eastern Europe, those on Czechoslovakia, Poland, and Yugoslavia are outstanding. Despite the difficulties of acquisition in recent years, it has been possible to maintain the strength of the Slavic collections.

The Chinese collection is one of the most useful bodies of documentation on modern China in the United States. It differs from other American collections in that it is designed for research on the political, social, and economic development of China only since 1850. Extensive files document the developments of 60 years leading to the establishment of the Chinese Republic in 1912 and follow the course of China through war and civil war to the consolidation of the Peking regime on the continent and the removal of the Nationalist Government to Formosa. In these files are the publications of the central government, and of important provincial, county, and municipal governments for the period since 1912, together with the archives of dissident and puppet administrations. There are long runs of wartime papers and journals of opinion representing different regions and diverse political viewpoints. The collection of Chinese Communist publications is very extensive; but is particularly noteworthy for the period 1927-31, when the party underwent reorientation, and contains materials unavailable elsewhere. The Chinese Communist materials are also unsurpassed for the period since 1941.

In addition to the general survey of the Chinese collection, two bibliographies are in preparation to inform scholars more precisely of the Hoover Library holdings. One of them concentrates upon Japanese-sponsored governments in China, with main emphasis on the Nanking regime, 1937-45. The other is an annotated list of cataloged biographical works.

The Japanese collection affords an extensive body of research and

background materials for the study of Japanese history and institutions since 1850. It includes a comprehensive record of the changes that have occurred in Japan under Allied occupation, covers the countries of Eastern Asia that were in the Japanese sphere of influence, and contains limited but rare files on Korea. In line with the general purposes of the library, special attention has been given to obtaining materials on the development of both socialism and communism in Japan. Special mention should be made of some 50,000 photographs of documents originally in the Japanese Consulate General in Seoul, Korea, covering the period 1895-1910. The Japanese collection is particularly suited to large-scale research projects in the following fields: political history, 1850 to the present; left-wing movements, 1900 to the present; the rise of ultranationalism and militarism, 1930-45; and agrarian problems and peasant movements.

Relatively small collections have been made on Southeastern Asia and on India, Pakistan, and Ceylon. For the several newly independent countries in this group, emphasis has been on the postindependence period, especially governmental organization and political movements, and on major problems such as those of international relations, land reform, and minorities. Although these collections have somewhat limited research value, important work can be done on them because of their topical concentration.

For Africa south of the Sahara, a comparatively small but significant collection has been assembled over the past 30 years. The strength of these resources lies in the long files of government documents and periodicals from colonial offices and from societies concerned with colonial affairs in Germany, Belgium, France, and England. Some of these files go back to the Berlin Conference of 1884-85. They offer the basis for important studies of colonial policy. Reports of the native affairs offices of various African colonies and within recent years the legislative proceedings and laws, as well as files of local newspapers and periodicals, have been added to the African collection.

Finally, for the Middle East, the Hoover Library collection is one of few in the United States with materials of sufficient strength and quality for the study of the modern period. The collection is made up of three principal units — Arabic, Turkish, and Persian — and each is significant for its concentration upon materials essential to an understanding of the present-day problems of the area. More specifically, the collection documents the breakup of the Ottoman Empire and the Turkish revolution; it emphasizes nationalist, Islamic, and modernist movements in the successor states of the

Ottoman Empire, together with the political, social, and economic problems of these countries; and it includes unique materials on the Azerbaijani and Kurdish separatist movements in Persia and on communism in that country.

A notable collection on international organization includes rare records of the Paris Peace Conference. The extensive holdings of mimeographed, or printed but unpublished, documents include minutes of the plenary sessions of the conference; minutes of the meetings of the Supreme Council; minutes of the Council of Ministers of Foreign Affairs and of the Conference of Ambassadors (1920-21); and minutes and reports of 36 commissions and committees of the Conference. The library maintains complete coverage of printed records of the League of Nations, with records of technical committees, the World Court, and the International Labour Office.

In handling collections that have area characteristics, knowledge of the language, history, and institutions of the various regions is important. Qualified scholars with unusual experience and training, as well as special bibliographic knowledge of their respective areas, have been named as curators of the major collections. Under the general supervision of the directing officials of the library, the curators have the responsibility for the acquisitions program; they advise on organization of materials, consult with scholars on research problems, and conduct graduate seminars or direct special research.

Let me turn now to the research opportunities in the Hoover Institute and Library. In this connection, I should say something about the nature of the research that has been done and explain the role of the institute in the research program.

The research has been of three kinds. By far the greatest use of the library has been by individual scholars for the preparation of dissertations or of postdoctoral monographs and documentary studies. Such use is steadily increasing. Visiting scholars come in ever larger numbers from all parts of the United States and from abroad, thanks in part to fellowship programs and to opportunities under the Fulbright and Smith-Mundt Acts. The Hoover Library Series of 23 volumes is in large measure the result of documentary and monograph research by the officials and the staff of the library and others who worked under their direction. Some individual inquiry has been for the purpose of providing specific information for various official agencies.

The second type of research might be described as a program of individual but additive studies made possible by a fellowship fund administered chiefly by the Hoover Institute and Library. This type is exemplified by the Slavic studies program, conducted over a

period of 5 years under a grant from the Rockefeller Foundation. Some 40 scholars participated. Out of the program have come a number of books and monographs based primarily upon the Hoover Library's Slavic resources. They range from philosophy and history to economics and law, and taken as a group they shed considerable light upon the historical development and contemporary activities of Russia and the other Slavic countries.

The third form of research has been coordinated group enterprise. Within recent years small research staffs have produced a handbook on the Trust Territories of the Pacific, with supporting documentary material, and studies of military and scientific leadership in certain countries. Some of these projects have been under the auspices of Government agencies. Currently a small group, with foundation support, is reviewing Soviet attitudes, policies, and actions in international organization. The most ambitious group enterprise, however, has been the extensive study of revolution and the development of international relations, or the RADIR project, made possible by a grant from the Carnegie Corporation of New York.

The research programs of which I have just spoken have been conducted by the Hoover Institute, which is integrally related to the library. The institute grew from a special research project on the Russian revolution begun in 1925 and followed a few years later by a similar project on the German revolution. In 1940 the earlier Russian Revolution Institute and German Revolution Institute were merged in the Research Institute, Hoover Library on War, Revolution, and Peace. Finally, in 1946, the name was changed to the Hoover Institute and Library on War, Revolution, and Peace.

The range of research opportunities in the Hoover Library is generally indicated, I believe, in the brief descriptions I have given of the principal collections. These opportunities are made more specifically apparent in the resource surveys which have already been mentioned. I must now mention some of the little-exploited bodies of material that could be made the basis for important historical contributions.

There is, for example, a wealth of material to support reasonably definitive studies of the Weimar period in Germany and of the trends and circumstances that led to the Hitler triumph. A broader subject for which ample documentation is available is the very important sequence of demographic changes in Germany between 1914 and the present. Materials are likewise at hand for a series of studies on basic transformations in the social structure, intellectual orientation, and political behavior of France during the past 35

years. There are virtually untapped resources for research on the civil war in Spain and its international ramifications. Indeed, the Hoover Library materials would provide much of the essential documentation for a fresh historical evaluation of the contest between democratic liberalism and authoritarianism in Europe during the twentieth century.

Among the numerous topics for which the collection on Russia provides unique documentation are the land and peasant problem during the last 100 years, the short period of the provisional government, the period of war communism that immediately followed the Bolshevik revolution, and the role of the intelligentsia in social change and revolution.

The Middle East collections also afford broad research opportunities. A study of Egypt in the modern world is now in progress. There are abundant materials for research on nationalist, constitutional, and associated political movements in the Arab world, Turkey, and Persia, and for a study of the literary renaissance in the nineteenth and twentieth centuries and its effects on the intelligentsia of the Arab world and Turkey.

The Chinese collection offers documentation on a series of topics relating to the broad theme of the modernization of China. It is suitable for studies of China's response to the Western impact, intellectual ferment between 1915 and 1949, the Nationalist regime and its opponents, and the development of Chinese communism and the growth of Communist power.

Comparable opportunities exist for research on Japan, with special emphasis on three main themes: Japanese political and social institutions; Japanese policies toward foreign countries, especially the United States, the Soviet Union, and China; and the Western impact on Japan.

This brief review of the research potentials of the Hoover Library collections has necessarily omitted reference to those on Africa, Southern Asia, and Southeastern Asia. In the general field of peace endeavor, however, it must be said that materials now in the library would provide the foundation for a significant new history of the Versailles Conference.

Thanks to a grant recently received from the Ford Foundation, most of the materials in the Hoover Library will be processed and made available for use within the next 3 years. A very large proportion is now accessible to scholars. It is our hope that historians will increasingly avail themselves of this large store of resources that can yield so much knowledge about the complexities and problems of our twentieth-century world.

Archival Heritage Meets Modern Records in Panama

By PHILIP C. BROOKS¹

Federal Records Center, San Francisco

OFFICIAL determination to grapple with modern records problems, archival tradition, effective Point Four backing, and constant Panamanian amiability combined to make the first archival technical assistance project in Panama a satisfying one. This was a training and consultantship program on which I served as records management advisor from January to July 1954, on loan from the National Archives and Records Service to the Foreign Operations Administration.

The work was undertaken in accord with the Point Four policy of strengthening the national economy, health, and culture of co-operating countries. While the major programs in agriculture, public health, and education may more directly combat the conditions encouraging communism, the public administration activity of which this project was a part both promotes the success of those programs and bolsters public confidence in the government. The paperwork maze in Panama (and in Mexico, where the advisor stopped en route home) emphasized the need for administrative analysis coupled with attention to the core of past and current valuable records that embodies much of the national heritage.

There are archivists in the United States who say earnestly that we should clean house at home before we give advice abroad. Let us by no means suggest that the job is done in our own country or that we know all the answers. It happens, however, that we have been forced by the mass of our records to seek solutions sooner than have many less populous countries. We have also developed a body of archivists who can appraise the records experience of those countries as the complexity of official documentation grows on them and can suggest means of controlling the flood while preserving the culture. Our justification lies not so much in any virtue of ours as in

¹ Philip C. Brooks, past president of the Society of American Archivists, held various positions in the National Archives, 1935-48 and 1950-53. He served as records officer of the National Security Resources Board, 1948-50, and was chairman of the Interagency Records Administration Conference in Washington during those years. Since 1953 he has been chief of the Federal Records Center, San Francisco.

the lessons that experience has forced upon us. Panama and most other countries are, in a quite natural stage of evolution, at the point of confronting the mass and barely beginning the controls. Here is a phase of administration in which we can carry out the basic technical-assistance aim of sharing our "know-how." It is well worth the investment of personnel as a part of the total international goodwill program.

That our activity in this field is to be extensive is shown by the fact that this project was only among the first of several. Thomas J. Pugliese went at the same time to the Philippines for 3 months on a Point-Four contract operation of the University of Michigan, to be followed by Arthur E. Young in August for another 3 months. Herbert E. Angel left in August for a similar project in Iran, though under different auspices. A related undertaking was the lecture tour of Theodore R. Schellenberg in Australia, supported by a Fulbright grant. The National Records Management Council has undertaken a Point-Four assignment in Israel. Other such projects are in the making.

Fortunately the conduct of the Point-Four program, especially in Panama, is such that a technician once chosen can plan his work within a broad field. Thus, when it became evident that the Panamanian Government was not benefiting enough from the experience of its professional archivists and that they and the administrators had only in a few cases faced up systematically to the problems of twentieth-century records, we were able to work toward bridging the gap. Fortunately also, all officials concerned were receptive to plans and carried them out with intelligence and enthusiasm.

Panama was the first country in the Americas to erect a building especially for its archives (in 1924), and the nation has a real if not fully realized archival tradition. Though the nation dates only from 1903, its National Archives holds notarial records dating from the 1780's and judicial records nearly as old. Some files of the ministries date from the 1840's. Much of the major nineteenth-century administration is documented in Colombia, which was then the parent state. Despite severe temperature and humidity problems, many of these early records in Panama are in quite good shape. Losses from climatic conditions or from lack of care are more likely in those older agency files that have not come under the custody of the National Archives.

Most of the historically valuable records in the country are or should be in the National Archives (except for those in some precious private collections) as administration is highly centralized at

the city of Panama. The legislation establishing the Archives provided not only the building but authority to receive records from existing Government offices and to pay some attention to the records management of agencies that did not have their own archivists. Sad to say, space in the building was promptly shared with another agency, and the Archives became so full that transfers from the ministries had to be suspended for a time. They are only sporadic now. Budget troubles led to progressively smaller appropriations for the National Archives, so that in addition to being overcrowded it could hardly keep up with the arrangement and listing of notarial and judicial records. Ministry files, once received, have had to be neglected.

In this situation, of course, the National Archives could not begin to tackle the recent records accumulations in the various agencies. Nor was there any other agency to do so aside from some attention, necessarily part-time, given by the Comptroller General's Office in the interest of general economy of operation. The Ministry of Foreign Affairs has for years had a well-ordered historical archives. Two other agencies, with larger resources than most, employed records officers of some training and experience and established real records offices — the Institute for Economic Development (and its chief predecessor) and the Social Security Agency. It should be noted that all persons who deal with what we call either archives or records management (and many deal with both) are included in the Spanish term for archivists.

Of about 4,000 Government employees outside the national school system and the national police, possibly a dozen have a full-time professional interest in archives as we know them. They are led by Juan Antonio Susto, who was for 22 years national Archivist; Angel Rubio, a distinguished Spanish emigré professor of geography and Archivist of the Institute for Economic Development, who like Sr. Susto, had experience in the Archives of the Indies; and Manuel B. Moreno, for two decades Archivist of the Ministry of Foreign Affairs. Most of the 50 or so persons officially classified or generally known as archivists in the Government are at work in filing and current records management. Among those who took major parts in the Point-Four project are Estela Moreno de Grandi, Archivist of the Comptroller General's Office, who was assigned as almost full-time assistant to the advisor during the project; Mary Comanto, Archivist of the Social Security Agency; and Carmen Mata, Administrative Officer of the Statistical and Census Bureau.

At least two-thirds of the existing records of the Government

are in the various operating ministries and autonomous agencies. Considerably less than a third are divided among the National Archives and two important agencies which have quasi-archival functions, the Public Registry (of property) and the Civil Registry (of vital statistics). Without active measures of control the proportion in operating offices would constantly increase, for the Government is beset by the typical problems of complex governmental functions and modern methods of creating and duplicating records.

The volume of records is considerable in relation to the size of the Government. Much more important, the files created and preserved in most processes have become more extensive than an economical minimum. Complex paperwork, excessive duplication, and lack of a records retirement program brought about the request for a records project. The chief complaint of administrators was that often papers could not be found in their files. The most serious paper flood turned out to be in personnel records, which the advisor estimated to be more than 20 percent of the total.

Specifically, the request sent by the late President Remón to the Director of the Point-Four project in Panama was for a records management advisor to teach a course, in Spanish, at the University of Panama. This developed into a series of 10 survey lectures, each an hour and a half long, based on the life history of records. The main subjects discussed were the historical background of archival work; the role of records in documentation; records creation and current control; filing (the most requested topic); reference and information service; physical preservation; evaluation and retirement; intermediate custody; and archival management. The Government sent to the course, which was conducted in official working hours (indeed, convening at 7:30 in the morning!), 144 archivists, file clerks, administrative officials, and others, representing every agency. Needless to say the lectures had to be general in order to be helpful to such a diversified group. But it was desirable to emphasize that improved filing alone, although vital, would not solve all the problems. The fact that several enrollees had no background for the subject was not entirely bad; they learned something of it and could spread interest in the necessity for care of records throughout the Government. The university could not under these circumstances impose academic standards for admission; as a result the only recognition for completion had to be certificates of attendance. These were distributed following a formal closing ceremony.

At the request of a group of 15 of the more experienced persons,

the records management advisor met with them for several weeks in an informal seminar in which such specialized problems as the definition of archival and records functions, the classification and cataloging of archives, and needs in archival legislation were discussed.

In the general course three motion pictures from this country were used, two on filing and one on our National Archives (all with Spanish commentaries). Text for a Spanish sound track for one of the motion pictures on filing was prepared, and we hope that it can be scored to a copy of the film for use throughout Latin America. A bibliography of the few pertinent writings available in Spanish and of selected English titles was issued. Exhibits of records management forms and commercial filing equipment also were presented. Subsequently a list was prepared of 20 key points in the Government to which publications, sample forms, and other information might be sent from time to time from the Point-Four office or the Comptroller General's Office.

For tangible demonstration and training, projects were undertaken in three agencies. In each case on-the-job training was given by the records management advisor, working directly with Panamanian agency staff members. At the Comptroller General's Office, an inventory was begun to show steps in paperwork needing analysis as well as to aid in planning for records retirement. This office was a strategic point of attack because personnel, procurement, and fiscal actions from all ministries are handled there and any Government-wide controls would have to be initiated there.

In the Ministry of Labor, Social Welfare, and Public Health, key files were analyzed and a new file scheme for general use was drawn up. Official support is shown by the fact that most of the work was done in the Minister's immediate office. This minister became President early in 1955. In each of these projects the written products were duplicated for circulation among other agencies.

In the National Assembly, thanks to the interest stimulated within the Permanent Legislative Committee (which carries on when the Assembly is not in session), a complete separation and rearrangement of the library and archives was undertaken. Since the material involved includes the basic legislative records of the country from the beginning of its independence, this project is of vital importance. Here even more than elsewhere the initiative and momentum came from the agency itself. The records management advisor drew up an outline of steps to be taken and reviewed the work as it progressed.

Inspections were made in most of the agencies, and to 10 of them written recommendations were submitted. The main recommendations were contained, however, in a comprehensive report made to the Comptroller General as the sponsoring official, and the report was referred by him to the President. Attention was called to operations that the agencies could institute on their own initiative, such as the improvement of file systems, better utilization of space and equipment, procedural analysis, and the like. More serious were the problems requiring central Government action, including designation of an advisory committee as a focal point, adoption of legislation, establishment of an intermediate records center, recognition of the archival profession, training, and the like.

Although the problems require long-range action and little could be done immediately, special attention was given to the serious situations of the National Archives, the Public Registry, and the Civil Registry. There is reason to hope that these will be taken in hand and that Panama can regain the position of leadership in the archival field that it had when its eminent President Belisario Porras brought about the first archival legislation and the construction of the Archives building.

A complete draft of a proposed records law was submitted. As would be true in any country, the national legal framework and conditions had to be taken into account. Neither in this nor in any other phase of the project would it have been sound to recommend the simple adoption of our own ways of doing things. The whole approach in such an undertaking must be different, beginning with study and appreciation of existing conditions, potentialities, and objectives.

The proposed law includes definitions designed to clarify the responsibilities of the Government and of its officials. It would provide the basis for development of a professional corps and professional training, a National Records and Archives Council, an authority that would issue permission to dispose of Government records, recognition of a program of transfers to the National Archives, a basis for central studies and controls for records common to all agencies, and recognition of the Government's responsibilities in regard to private collections of national importance.

Because many of these goals require much preliminary work and careful nurturing, the proposed national council would have the responsibility of developing standards for recognition of professional training, for effective records management in the agencies,

and for the care of private collections. The council would undoubtedly have to serve through consultants employed by it, since the program outlined is large and technical. But a law establishing such a council would at least set the goals and provide the authority to act.

In addition to the advisory activities mentioned, ancillary developments of the project included cooperation with a United Nations economic technician in reviewing the proposed revision of procedures at the Internal Revenue Administration. There was also preliminary consultation regarding the training program in public administration for the Central American countries set up by the United Nations in Costa Rica.

Of course nearly every phase of the project represented only a beginning, a groundwork for later development. Followup plans included publication of the lectures of the University of Panama course. These were mimeographed in provisional form and have since been edited for publication in and by Panama, in Spanish. (They do not exist in English in any form; so the author is pleasantly immune to critical analysis in the United States.)

Because working knowledge is more directly effective than information on paper, a most important sequel to the project was the sending of two Panamanian archivists, Sra. Moreno de Grandi and Srta. Comanto, to Washington as Point-Four trainees. They are working with the National Archives and Records Service, the Bureau of the Budget, the Department of Health, Education, and Welfare, and other agencies; and they are also taking courses in the archives and records curriculum at the American University. Many readers of the *American Archivist* met them at the Williamsburg meeting.

The extent of the professional interest in Panama is shown by one of the most satisfying outgrowths of the project, the formation of the Association of Panamanian Archivists. At its first meeting in the summer Sr. Susto was installed as president, Professor Rubio as vice president, and Sra. Moreno de Grandi as secretary, with Srta. Mata serving as secretary pro tempore while the secretary is in Washington.

Vital to the project were the interest and support given by Vance Rogers, Director of the United States Operations Mission to Panama, and by Robert S. Avery, public administration advisor, now returned to his position as professor at the University of Tennessee. Support should normally be expected, but this was an example of

the kind of intelligent cooperation that an archivist would welcome at home as well as abroad.

The project was in and of Panama, and that country pays most of the cost of Point-Four work within its bounds. The knowledge that the President was interested permeated through the Government. The direct backing of the Comptroller General, Enrique Obarrio, and the cooperation of members of his staff were invaluable. The general plan was approved and many details were worked out by a committee he designated, consisting of Eduardo McCullough, Assistant Comptroller General; Carmen Miró, Director of the Statistical and Census Bureau; and Rubén Carles, professor of economics at the University of Panama, all well known to their fellow specialists in the United States.

All interviews in agencies began with the ministers or agency heads, and many of these men gave their backing to concrete steps undertaken within their agencies. Public interest, aroused by generous publicity in the press and several other indications of support, is mentioned here only as the kind of result that anyone engaged in such a project might well seek.

All foreign technical assistance activity raises the question as to how much momentum will continue after the stimulus of the technician's presence is gone. This cannot, of course, be judged except by time. But the indications, especially the leadership of the Panamanian archivists, give rise to hope that in that country real progress will be made.

The success of the venture as a whole can likewise be judged best only after a period of time, and then by the Panamanians, whom it was designed to serve. It is fair to say now, however, that certain things were accomplished. An important one that might not be noted, were attention not called to it, was that Panamanian archivists, who had had no recurring occasion to be acquainted or exchange experiences previously, were now brought together. Equally important to the aim of the work was that the archivists and administrators were shown that their interests in this field are so closely related that they must cooperate.

Since a program is effective only through the knowledge and ability of people, the instruction and on-the-job training given to several and the training grants for two leaders may be considered as major steps in the project. In this field a fundamental need, which also might pass unnoticed, was the emphasis throughout on logical orderly procedure and on proper arrangement of records. If that alone was made clear the work was worthwhile.

Legislation is a fundamental need for real records progress; so the drafting of the proposed law was a main goal reached. In this, in actual projects initiated in agencies, and in the written recommendations, the groundwork was laid for future development.

Finally, since there is evidence of interest in such work in other countries, this was in some measure a pilot project for Latin America. The fact that Panama is small enough to permit the whole field to be encompassed, and especially the high degree of cooperation extended, made it a good place for such an enterprise. If the Panamanians retain even in small degree the impression of cordiality that this advisor brought home, then we may feel that a contribution was made to international understanding with a highly important neighbor.

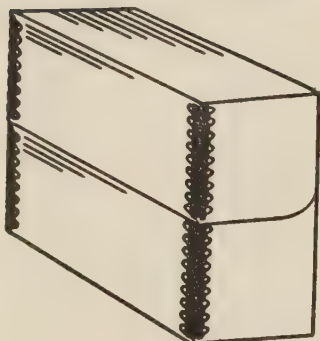
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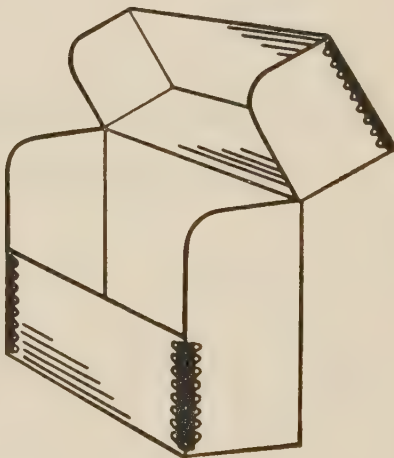
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Records Management in the Bureau of Corporations

By MEYER H. FISHBEIN ¹

National Archives

THE management problems of vast accumulations of many types of records were first encountered to an alarming extent during World War I. The avenues of communication within the Federal Government might easily have become congested to a degree that would have hampered the war effort had not administrators, during the previous two decades, considered some of the problems concerning the classification, storage, and disposition of records. Inventions such as the typewriter, carbon paper, and the comptometer had been in existence long enough for farsighted managers to recognize the consequence of technological change in the creation of records. They were not wholly unaware, it should be recalled, of the possibility of rapid expansion in the rising new bureaucracy. Many of these administrators had, in fact, contributed to the growth of the bureaucracy, and were prepared for the concurrent administrative problems.

Most of the years that witnessed the development of the bureaucracy before World War I were, not entirely by chance, the years in which the Bureau of Corporations conducted its investigations of the American economy. For this reason a case study of the records management techniques of the Bureau may be of value for understanding the development of contemporary techniques in the management of records. As consideration of the Bureau in isolation would be of only limited value, additional comments are included on record practices in other agencies and, to a lesser degree, in business establishments.

The establishment of the Bureau of Corporations may be viewed either as the culmination of certain legal, economic, and political trends or as an incident in the life of its promoter, Theodore Roosevelt. Anglo-Saxon common and parliamentary law, at least since

¹ The author of this paper has been an employee of the National Archives since 1940, and much of his paper is based on records in the National Archives. This is his first appearance on our pages, though he has previously contributed to other scholarly magazines.

the thirteenth century, had declared monopolistic acts illegal. This tradition manifested itself in the American colonies during the first half of the seventeenth century by the passage of laws prohibiting such market practices as engrossing, forestalling, and regrating. These laws, however, were effective only as long as the American economy was localized.

After the Civil War powerful monopolies operating in a national market rose despite State laws prohibiting them. By 1876 these business firms had become a significant political issue and had caused the formation of antimonopoly parties in 11 States. The development of the trust form of enterprise toward the end of the century caused widespread fear of the rise of corporations able to crush competitors and destroy small enterprise. Certain rate practices of the railroads seemed to confirm these fears and thus contributed to the birth of the Granger, Populist, and similar movements. Political parties began to vie with each other in denunciations of unethical business behavior. The passage of the Sherman Anti-Trust Act in 1890 was one manifestation of this political atmosphere.

An investigation of trusts by the legislature of New York State in 1897 brought to the attention of Gov. Theodore Roosevelt the malpractices of certain large firms. He became convinced that, though large enterprises were efficient and desirable, publicity was necessary to prevent and eliminate their unfair practices.

After Roosevelt became President he continued to demand the investigation of corporate enterprise. When a bill to create a department of commerce was under consideration, Roosevelt took the opportunity, with the help of Senator Knute Nelson, to add an amendment for the establishment of an investigative agency. Hence the Act to Establish the Department of Commerce and Labor included a provision, section 6, for the creation of the Bureau of Corporations, with authority to investigate and prepare reports on the organization, conduct, and management of corporations engaged in interstate commerce, except for common carriers subject to the control of the Interstate Commerce Commission.

The first Commissioner of Corporations, James R. Garfield, son of President Garfield and friend of President Roosevelt, was confirmed by the Senate on February 25, 1903. Two employees, both influential in developing the records management techniques of the Bureau, Z. Lewis Dalby (clerk to the Commissioner) and Warren Choate (chief clerk), were appointed several weeks later.

These three men established the operating and administrative

methods of the Bureau that were to endure and develop for most of its life. All were fairly young, below 40, and were imbued with the progressives' desire for an expanding Federal Government efficiently operated in the public interest. They were lawyers with excellent academic training. Garfield and Choate had served under Theodore Roosevelt in the Civil Service Commission, where they apparently had learned a great deal about personnel administration in a growing bureaucracy.

Although Chief Clerk Choate was naturally in a position to, and actually did, control records management, Dalby must have influenced his policies with regard to this activity. Dalby had had several years of experience with the filing methods of railroads through his association as attorney for the Norfolk and Western and the Louisville and Nashville Railroads. Few types of corporate enterprise could match railroads for efficient control of records, chiefly because of the stimulus of ICC regulations for record keeping and the necessities of managing a complex business organization.

From the first, all of the Bureau's records lending themselves to the capabilities of the typewriters then in use were prepared in typescript. Most governmental agencies and business firms, in contrast, were slow to adopt the typewriter for the majority of their records. An important improvement in the typewriter, which permitted the user to view his product while operating the machine, was not, it should be recalled, developed until 1905.

Two other machines used by the Bureau for the creation of records were the Millionaire and the Rapid Roller Copier. The former was a flat-bed computing machine, which was still on the market in the 1930's. The latter, using an electric motor, was the most efficient producer of press copies generally available in the first decade of the century.

The Bureau did not use carbon paper until 1911, and then only at the insistence of the Taft Commission on Economy and Efficiency. The first carbon paper was generally made with lampblack, grease, and beeswax, which left an imperfect and impermanent impression. Although the modern carbon paper, coated with carnauba wax and ink, was soon developed, the Bureau failed to adopt it because the staff questioned the evidential value of carbon copies of documents. First, the original signature did not appear on the carbon copy; and secondly, changes made on the ribbon copy might not have been duplicated on the carbon. A press copy was, in contrast, an exact copy of the original record.

The earliest reference to records management problems in the

Bureau apparently appeared in Choate's first monthly report, of June 26, 1903. Choate informed the Commissioner that the recruitment of a file clerk was imperative. As it is inconceivable that the records holdings could have been voluminous at that early date, it can only be assumed that Choate was anxious to establish a workable filing technique before the Bureau became involved in large-scale investigations.

Under instructions from his superiors the file clerk, appointed sometime during the summer, developed the case-file method of arranging records. Records were flat-filed in accordance with the practices of railroads and some large industrial concerns. Each record created by the Bureau involving a new transaction received a serial number. The document was then indexed by subject and name. The index cards were filed alphabetically under the name and subject. One additional index card was filed by number in a card check-list.

This index system was at first time-consuming because the subject card usually included an abstract of the document rather than a mere subject identification. Choate, while recognizing that detailed indexing might become wasteful of manpower, decided that the problem was not yet pressing. He and the other members of the staff spent the first few months in studying the enabling act, establishing some management techniques, and planning procedures for future investigations.

The first of these investigations, a study of insurance laws and practices, had not resulted in the accumulation of a substantial volume of records at the time the first filing procedures were established. When, however, the special agents and attorneys of the Bureau had gathered enough data to prepare several preliminary studies of insurance law, the staff began a reappraisal of its records management techniques with a view to maintaining reference facility while reducing the cost of filing, indexing, and storing records. It was then that the modern three-by-five subject index card was adopted.

The main concern of the agency was housekeeping records, which made up the largest part of the files before the major investigations got under way. From November 1903 to February 1904 a study was made of systems used by other agencies for controlling data on personnel and stock inventories. The major improvement achieved as a result of the study was the adoption of ledger cards, loose-leaf ledgers, record cards designed to establish a permanent inventory, and individual folders for the maintenance of payroll data pertain-

ing to each employee. The index to these folders served as a payroll record card.

During the remainder of 1904, the staff of the Bureau, including the Chief Clerk, was too busy with comprehensive investigations of the steel and meat-packing industries to concern itself with management matters. One byproduct of the investigations, nevertheless, was a large collection of schedules, work papers, reports, and transcripts of interviews with businessmen that created new management problems. Early in 1905, therefore, Choate recommended the establishment of a "division of mails and files, where proper records can be kept along the lines of greatest usefulness with the least undesirable routine."

When the division was established in accordance with Choate's recommendation, William O. Deatrick was made its director. It would have been difficult to find a supervisor better qualified. Deatrick, a graduate of a business college, had served, mainly as a head file clerk, in the Baltimore and Ohio Railroad, the National Headquarters of the Republican Party, and the Quartermaster General's Office. With full support from the Commissioner of Corporations and the Chief Clerk, Deatrick established several innovations in the Bureau's filing methods. To save the time of operating personnel, records were cross-indexed on the face. Greater records security was achieved by preventing personnel from taking official papers on field trips, insisting on the proper use of charge cards, discouraging the maintenance of desk files, and requesting personnel to refrain from adding to or subtracting from case files. Savings in filing equipment were realized by destroying drafts, work papers, and reference materials when they were no longer required for operations.

By 1906, when the Keep Commission conducted its investigation of business practices in governmental agencies, the Bureau of Corporations had one of the most efficient records-keeping systems in Washington. It is not surprising, therefore, that Choate and Dalby were included in the membership of the Commission's Committee on Distribution, Record and Handling of Correspondence. The report of the committee, as might be expected, recommended procedures similar to those of the Bureau of Corporations and suggested discontinuance of such practices as briefing letters on the back, maintaining registers in book form, and transcribing letters into bound volumes.

These recommendations may appear anachronistic, yet 5 years later the Taft Commission found at least two of these practices still in use by a number of agencies. As an example of an outmoded sys-

tem of records control the Taft Commission's report described the system employed by the Adjutant General's Office. All incoming letters were folded and then briefed on the back. Abstracts of the letters were recorded on index and record cards. Outgoing letters were completely transcribed to cards, usually by hand. Many of the records were prepared in manuscript instead of typescript.

The only criticism the Taft Commission leveled at the Bureau of Corporations was its complete reliance on press copies. The substitution of carbon paper for press copies proceeded rather slowly because the Bureau's staff was not convinced of the necessity for the change for several years. This delay may have been a result of the Taft Commission's failure to deal with the problem of the evidential value of carbon copies.

Other agencies were also reluctant to make the change. The Division of Lands and Railroads of the Interior Department, for example, felt that press copies were more reliable and easier to bind than carbon copies. The General Land Office pointed out, in addition, that press-copy paper was cheaper than carbon-copy paper. Those agencies that used carbon paper before 1911 had made the change recently.

During the period between its report to the Taft Commission on November 12, 1910, and its termination on March 15, 1915, the Bureau continued to make improvements in its records practices. Shortly after the report, the Bureau conducted a complete inventory of its records holdings. The numeric file was compared with the checklist to determine which files were missing. Where outcards indicated that files were in use, inquiries were made to assure that the materials were not lost. When files were found to be charged to former employees, letters were sent requesting the return of the files or information as to their probable location. It is typical of the agency that during 1914, the last year of its existence, it was making a study of different filing systems. The findings of the Mails and Files Division were made available to the successor of the Bureau, the Federal Trade Commission.

The evidence, then, is fairly substantial that the records management program of the Bureau of Corporations was one of the best in the Government. Its staff was never satisfied with the methods currently employed. The earliest practices of the Bureau can be favorably compared with practices found by the Cockrell Committee of 1887. This Committee reported that the State Department still relied on copybooks with an elaborate indexing system; that the Division of Files, Records, and Mails of the Post Office De-

partment indorsed, indexed, and recorded all incoming mail and copied all outgoing letters; and that the Department of Agriculture used copybooks instead of cards for indexing. The typewriter was used extensively in only a few agencies. Most correspondence was folded and briefed. Agencies separated correspondence from other types of related records. Some of these practices continued in use for more than two decades after the Cockrell Committee made its report. Although evidence is scarce, it may be assumed that most business establishments were equally conservative with regard to records management.

One improvement in filing methods not adopted by the Bureau of Corporations was the Dewey decimal system, although several agencies were experimenting along the lines of the subject-numeric classification scheme before World War I. As several studies of various filing systems were made by the Bureau, it may be assumed that it rejected the scheme as impractical for its needs. Most of the Bureau's files related to investigations, no two of which were alike in scope or method. The Federal Trade Commission solved the problem of investigative files by establishing a new file for each investigation. Each of these files was then arranged according to a subject-numeric scheme made as uniform as possible with the records of other investigations. The docketed files of the Commission, however, are still arranged in serially numbered case files similar to the general files of the Bureau of Corporations.

Newspaper comments on records management during the period before World War I were rare. It is a fitting tribute to the Bureau of Corporations to have had a newspaper single out this and other aspects of its administrative operations for favorable comment, as did the *Boston Globe* of August 25, 1907:

In record-keeping, filing, bookkeeping and other details of business practice the bureau is more up-to-date than any other branch of the government. Many a government office is burdened with clumsy, cumbersome business methods and handicapped by superfluous "red tape," but the young men who are at the head of things in the Bureau of Corporations disregarded precedent, and evolved a business system planned on the lines of those in vogue in the offices of the country's most progressive railroads.

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Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

A National Program for the Publication of Historical Documents; a Report to the President by the National Historical Publications Commission. (Washington, Government Printing Office, 1954. Pp. viii, 106, incl. appendixes. 50 cents.)

The National Historical Publications Commission by act of Congress is directed to encourage governmental and nongovernmental agencies and individuals to preserve and publish documents "important for the history of the United States." As part of its responsibilities, it makes plans and recommendations for such activities. This report, received and praised by President Eisenhower, suggests a national program for further publication of source material, a program of the utmost value for historians and citizens of the United States.

The report reviews publication achievements of the past and then proceeds to outline an ambitious and much needed program for the future. What is envisioned is not only publication of documents "about our political and military history but also about our economic, social, and intellectual developments." Chief attention is devoted to publication of the papers of American leaders, but other kinds of documentary publication are also suggested.

After a survey of scholarly opinion in which recommendations were received from 150 persons, the Commission here lists the names of 361 leaders in various fields whose papers are worthy of consideration for publication. It specifically lists 112 to which it has given special attention. Fortunately it is able to report definite progress with the papers of Jefferson, Franklin, the Adams family, and others, but it notes that work on papers of Madison and Hamilton has not as yet reached the publication stage.

The Commission hopes to see further publication in specific subject fields. After pointing out that the Government's documentary publication activities have declined in recent years, it asks for action upon the documents of the Continental Congress, papers concerning the ratification of the Constitution and its first 10 amendments, and records of the First Federal Congress; and it suggests also attempts to fill the gaps in the published collected papers concerning "all aspects of the history of the Government." As the volume of documents is tremendous, the Commission realizes that microfilm publication will in many cases be the best and perhaps the only answer.

The cost of such a program will not be low. This obstacle, however, should not be insurmountable in a country which is producing wealth at the rate of 300 billion a year, nor in a country which has been wise enough to establish a National Historical Publications Commission. No obstacle, in fact, should be

allowed to block a vast publication program which, throwing light upon the country's past, would enable its citizens to choose wise courses of action in the future. The Federal Government in the past has financed publication on a large scale. It should again do so under the wise guidance of the Commission.

The excellent list of existing documentary historical publications of the Federal Government, printed as Appendix D of the report (pp. 98-106) is not only evidence of past activities but also a useful guide for students. But the papers and documents to be published loom much larger. That so much remains to be done is a challenge. The individual papers of prominent Americans yet to be fully collected range from names beginning with "A" to those starting with "Y," from men whose occupations were as varied as diplomat, social worker, and paleontologist. The archivists, historians, and public leaders of the Commission have aimed high but not too high. They outline a "must program." Historians and archivists will recommend this informal report to their legislators and to all public-spirited citizens. And they will be doing a public service.

BOYD C. SHAFER

Washington, D. C.

Harvard Guide to American History, compiled by Oscar Handlin, Arthur Meier Schlesinger, Samuel Eliot Morison, Frederick Merk, Arthur Meier Schlesinger, Jr., and Paul Herman Buck. (Cambridge, The Belknap Press of Harvard University Press, 1954. Pp. xxiv, 689. \$10.)

More than 40 years have elapsed since Channing, Hart, and Turner published their *Guide to the Study and Reading of American History* (1912), but so ably did they plan and execute the work that their successors have followed its main outlines. The longer time span of the present work and the tremendous output of American historical scholarship during the past four decades have necessitated a much longer book, even with the omission of most of the material on the teaching and reading of history that constituted part 3 of Channing, Hart, and Turner. Although their work is now replaced, it will always remain a valuable historical document in itself and it is entirely appropriate that the *Harvard Guide* should be dedicated to their memories.

Of the six parts into which this volume is divided, the first two deal with the status, methods, and presentation of American history, and with materials and tools; the last four consist of a chronological bibliography from the earliest times to 1950. Having aimed to construe their subject "in its widest sense," the editors were confronted with the problem of selection from the works both of the older and the more prolific recent scholarship, in order to hold to practical limits. The result of their efforts will serve well a variety of users. Numerous cross-references correlate the reference books, comprehensive documentary publications, and classified source and secondary works in part 2 with those on special subjects treated chronologically and topically in the second half of the *Guide*; and the 140-page, double-column index provides very adequate coverage of personal names and subjects. While the *Guide* itself is a reference tool, the first two subdivisions contain a large proportion of readable

text. The present reviewer will direct his attention to part 2, on materials and tools, because of their particular interest to archivists.

The three chapters comprising this part, on the materials of history, aids to historical research, and historical sources, provide extensive and detailed treatment of manuscripts (25 pp.) and public documents (35 pp.). In contrast to the two-page account of manuscript sources in the *Guide* of 1912, the subject is elaborated (always with strict attention to the minimum essentials) to include guides; handling, care, and preservation; calendaring and indexing; deciphering; dating; copying; and editing and printing. The distinction between archives and manuscript collections is clearly drawn, and every archival establishment or manuscript repository is properly admonished to issue a printed guide. Although the reference works of the National Archives deserve and receive special emphasis, the sweeping statement that it is "the most important depository of archival or other manuscript material in the United States" will doubtless be questioned. Guides to American collections outside Washington are conveniently listed by State. These include some of the reports on public archives published in the *Annual Reports* of the American Historical Association during the first decade of the twentieth century, but a statement about the Historical Records Survey's inventories of county archives appears in a later section on colonial, State, and local public records (pp. 126-127). The *Annual Reports on Historical Collections*, published by the University of Virginia Library since 1930, are missing from the comprehensive list of guides by State. Under guides to foreign manuscripts, those formerly in the Royal Institution of Great Britain (p. 88) are not identified as the Carleton (British Headquarters) papers, now owned by Colonial Williamsburg.

The discussion of the care and preservation of manuscripts warns against the use of methods applicable to the classification and cataloging of printed books and stresses the principle of *respect des fonds*. In citing Victor H. Paltsits' quotation on the application of this principle, from the Dutch archivist S. Muller, it would have been helpful to point out that an English translation of the notable *Manual* by Muller, Feith, and Fruin has been published (New York, H. W. Wilson Co., 1940). There is a concise exposition on the repair of manuscripts, with an evaluation of the laminating process; the use of manila folders is recommended for filing, but acid-free folders are not specified. Compilation and publication of calendars are advised; that they are "cheap" to produce is more likely to be denied than confirmed. The sections on dating, copying, editing, and printing of manuscripts should answer many a scholar's doubts as to the best solution of his particular problem, especially if he will apply the concluding motto: "Accuracy without Pedantry. Consistency first, last, and always."

Public records — colonial, Federal, State, and local — and guides to them are presented in a treatment considerably expanded but similar in scheme to that used in the compilation of 1912. The analysis of these records is preceded by a concise essay on the value of public documents for the historian. Throughout part 2 a number of subjects are worthy of note as evidence of broader con-

temporary perspective of materials included among the sources of history — pictorial records, physical survivals, sound recordings, place names, and historical fiction, poems, songs, and plays. The *Harvard Guide* is, as its predecessor was (and its predecessor of 1896 by Channing and Hart), an invaluable manual and tool of reference. As the editors themselves maintain, it “will best have served its purpose if it is quickly outdated by the writings of those who use it”; but from another viewpoint it will endure as a great historical achievement of mid-twentieth-century scholarship.

LESTER J. CAPPON

Institute of Early American History and Culture

Guide to Selected Readings in Records Management (New York, Technical Information Service, National Records Management Council, 1954. Pp. 27. \$2.85.)

Records Management Bibliography (Washington, Records Management Division, General Services Administration, June 1954. Pp. 41.)

The appearance of two comprehensive bibliographies on records management at the same time definitely indicates the important place this managerial tool has taken. It becomes even more apparent when one recalls that only a few years ago it was somewhat difficult to find worthwhile materials in this field, except for the products of the Hoover task force or of newly founded consulting firms. Both GSA and NRMC have performed an excellent service to management in listing “selective” materials on the subject. The council, in the preface to its publication, states that its selectivity was based upon value, up-to-date status, and availability of the materials. For the most part, GSA has adhered to these same requirements. The bibliographies cover the entire field of records management from the creation of records to their final disposition, and each includes over 500 items, covering both private and governmental publications.

The General Services Administration has divided its publication into four major groupings: Records Management — General; Creation of Records; Current Records Management; and Non-current Records Management. Each grouping is further subdivided into related subjects. The companion report, though not using the same major groups, covers the same material in subject sequence, with the addition of such topics as archives administration, testing and training for records operations, records management periodicals, and a more extensive section on rehabilitation and repair of records. The only other difference in outline format is the use of different terms to introduce similar materials, for example, the council’s use of *business history* for *program documentation*, *office manuals* for *instruction management*, *reports control* for *reports management*, and *photo-reproduction processes* for GSA’s terms *microphotography and other reproduction processes*. The materials listed by the council are presented by title, with an index by author in the last part of the book. The GSA listings are strictly by author or agency preparing the article or publication. The

standard form of material information is followed in both instances, with GSA providing more detail for its item descriptions.

As for material content, both bibliographies are in agreement regarding subject data. With very few exceptions, the same articles and publications appear in both reports. There have been some omissions of important titles, but these should be expected in such an overall coverage, and such omissions will probably be corrected in future listings. The only basic differences in the reports are in (1) the method of listing, in which instance the council's approach is far more effective for locating materials, and (2) the method of production — printing as opposed to processing, — which, while not of great significance, does make the council's publication more attractive. Whether these factors compensate for the greater cost of the council's bibliography is a matter for the reader to decide. Either bibliography, however, is effective and satisfies the need for a central source of available materials in records management.

WILLIAM BENEDON

Lockheed Aircraft Corporation

Guide to the Manuscript Collections of Colonial Williamsburg, compiled by Lynette Adcock. (Williamsburg, Va., Colonial Williamsburg, Inc., 1954. Pp. 58. Free.)

It was inevitable that a manuscript collection should be a byproduct of the intensive research carried on in the work of Colonial Williamsburg. The needs of the Institute of Early American History and Culture and the interest and generosity of John D. Rockefeller, Jr., have developed the byproduct into a collection of major importance for the historian of the colonial period. The most important segments are Mr. Rockefeller's two main gifts, the Carleton and the Blathwayt papers. The former are generally known as the British Headquarters papers, for they are essentially the archives of that department while it was under the direction of Sir Guy Carleton during the years 1782 and 1783. Besides his own correspondence the collection, which occupies 107 volumes, includes such choice segments as captured American letters, no less than 69 of them by Washington.

The Blathwayt papers are essentially the archives of the Secretary of the Lords of Trade and Plantations for the years 1675-96, and of the Secretary at War for 1683-1701. The subject matter is primarily American and concerns all of the American colonies, particularly the West Indies.

Some of the smaller collections of Colonial Williamsburg have the same wide geographical spread. Among these are the papers of Benjamin Huntington of Connecticut, covering the years 1761-99, and of Rhode Island merchants. Naturally most of the smaller lots relate to Virginia. These include stray volumes of local archives and the narrative account of Capt. David Edward Cronin, Federal Provost Marshal at Williamsburg in 1864, of the homes, families, and family archives of the town.

Of the maps in the Williamsburg collection the most interesting are the remarkable series made by or for Lt. Col. John Graves Simcoe during the Revolution.

Not mentioned in this guide, but of great importance, is the collection of microfilm of early American newspapers that has been built up at Williamsburg. As one would expect, the guide is mechanically superb and is provided with an excellent index.

CLIFFORD K. SHIPTON

American Antiquarian Society

Reconstructed 1790 Census of Delaware, by Leon de Valinger, Jr. [*Genealogical Publications of the National Genealogical Society*, no. 10.] (Washington, National Genealogical Society, 1954. Pp. 83, map. \$3.) (Reprinted from the *National Genealogical Society Quarterly*, Sept. 1948 — Dec. 1953.)

The loss of the 1790 census schedules for Delaware (and five other States) has long distressed historians and genealogists. Researchers wanting information on the names and residence of individual inhabitants of the "First State" in the first decade of the new United States have been forced to turn to other sources, such as probate and marriage records, church files, deeds, private archives, and tax lists. In order to ease their task, Mr. de Valinger, State Archivist of Delaware, has compiled the pamphlet under review.

Based on the tax lists for 1790 (or the nearest available year), this publication consists of a list of the names of "taxables," that is, heads of families or estates, arranged alphabetically by "hundred" (political subdivision) in each of the three counties. As the useful introduction points out, the list cannot be so complete as the original census schedules, which also listed persons not owning property and which enumerated women, children, and slaves. Nevertheless the 8,000 or so entries must include a large proportion of the 11,783 free white males over 16 who were reported in the summary of the 1790 census. The reconstruction, which appears to have been painstakingly compiled and edited, will certainly be of great value and interest to researchers in Delaware history.

The reviewer would suggest only that the introduction might have included more information about the assessment lists that were used (are they all in the State Archives?) and an identification of the early nineteenth-century map which serves as a frontispiece.

ROBERT CLAUS

United Nations

The Preservation of Relics and Records; Report to the British Transport Commission (London, 1951. Pp. 46.)

Historical Records of the British Transport Commission, by L. C. Johnson. (Reprint from the *Journal of Transport History*, 1:82-96, November 1953.)

On January 1, 1948, the railroads, inland waterways, road transport firms, and other transportation agencies of Great Britain passed under the control of the British Transport Commission, the British Government agency created to hold, maintain, and operate them on behalf of the public. We can imagine the

implications to Government archivists if such an event were it to take place in the United States, an event much more remote at present, unquestionably, than on several occasions in the past. In November 1947 the newly organized commission had asked the private companies to express their views on the best means of dealing with the collections of museum objects and records for which the commission would be assuming responsibility. Eventually a committee to represent the various interests was formally constituted under the chairmanship of the deputy secretary of the commission to study and report on the problem. The first title listed above is this committee's report of its recommendations. The second title is a reprint of an article by L. C. Johnson, Archivist of the British Transport Commission, reporting on the progress of the "Archive Department" since July 1951, when it was activated by the commission. The two publications together present a valuable picture of archival aims and achievements to date in one major area of British socialized industry.

Part 1 of the committee's recommendations, covering the "relics" and looking toward a permanent British Transport Museum, will interest museum experts, but archivists will turn to part 2, which treats of the "records." The Coal Industry Nationalization Act of 1946 had specifically designated the records of the National Coal Board as public records and had brought them under the control of the Public Record Office, but there were no similar provisions in the Transport Act of 1947. The Public Record Office was not represented on the committee preparing this report, but its advice was sought and given. Its recently expressed conception of three stages in the life history of records, each to be handled separately administratively, is apparently accepted by the British Transport Commission, which has also accepted the procedure of schedules, prepared by the transport executives but to be approved by the Public Record Office, as a means of controlling the flow of records through these stages. The older records, which have reached the third stage, are not to pass to the Public Record Office but are to be maintained by the commission in an archival repository of its own, a decision that seems to this reviewer to be the right one. These records deserve to be treated as more than an appendage to a depository of political records.

The report recommends creation of a British Transport Records Office, to be housed as soon as possible in a separate building, and to be under the charge of "a qualified Archivist and staff," who will "establish a close liaison with the Public Record Office, so that the benefit of their views and experience can be obtained in current contact." The several categories of historical records are reported upon, and, for each, recommendations are made as to what should immediately be transferred to the custody of the Archivist. Finally, an advisory council is recommended to watch over both the museum and the record office, with membership from each of the executives under the Transport Commission and a few representatives from appropriate outside organizations, including the Public Record Office.

In Mr. Johnson's article we see the pattern of this important new archival enterprise as it has taken shape 3 years later. The main repository has been

established at 66 Porchester Road, Bayswater, London, in a building of the old Great Western Railroad, adjoining its Royal Oak Station. The Great Western had already established in this building its central record office, the largest among those of British railroads. Branch repositories are in York and in Scotland. The holdings include at least three main categories of material (1) the archives of hundreds of once existing companies that have come under the British Transport Commission, (2) documents and manuscripts of nonarchival character that have been accessioned because they relate to transport matters and supplement the archives, and (3) books and periodicals concerning transport history. In developing a comprehensive scheme for organizing materials in the first category it was decided wisely that "company identity must rank prior to subject grouping." The plan thus involves a great number of company groups, identified by code letters. Within these groups the records are arranged by classes likely to be common to all companies. For example, class 1 comprises minutes and reports to the directors or other governing body, class 2 the stock and share registers, class 3 agreements, contracts, estimates, and plans, and so on through the pattern. A loose-leaf ledger termed the "Inventory Summary" makes readily available a brief picture of the repository's holdings by groups. As an adjunct to this Inventory Summary is a "Location Register," which records physical items in greater detail. A supplementary card index permits a still different approach of subject-heading character.

This article contains an excellent brief description of the holdings, which after only 2 years' intensive work are impressive indeed. The largest category, and most important probably, is that of the minute books, of which some 12,000 have now been brought together by the Archivist. Correspondence does not yet seem to be a major item, and its control is not clearly indicated. A considerable library has been built up from older books in the custody of predecessor companies, including notable collections of timetables and guidebooks.

Clearly, an intelligent and energetic beginning has been made in the building of an archival institution that will ultimately preserve the main record of the contribution of transport to British social and economic history since before the Industrial Revolution. Will socialism preserve the records of business history better than the combination of library collecting and company archives upon which we obviously must expect to depend in the United States?

OLIVER W. HOLMES

National Archives

Public Archives of Canada, Manuscript Division. *Preliminary Inventory, Manuscript Group 19, Fur Trade and Indians 1763-1867*. (Ottawa, Queen's Printer and Controller of Stationery, 1954. Pp. 30.)

Since 1950 the Public Archives of Canada has published 16 inventories of its record groups and manuscript groups. The inventories of record groups cover official records, and those of manuscript groups relate to private papers and other nonofficial material. Each inventory is published in English or French according to the language of the original documents. This inventory

is predominantly in English. It parallels in subject interest *Preliminary Inventory, Record Group 10, Indian Affairs* (June 1951) and *Fonds des manuscrits antérieurs à la cession* (1954).

The preliminary inventory under review consists of six sections, namely, A., Fur Trade: General; B., Fur Trade: Companies and Associations; C., Fur Trade: Masson Collection; D., Fur Trade: Post Records and Journals; E., Red River Settlement; F., Indians; these sections are followed by an appendix and an index. Since virtually all of section A consists of the papers of individuals or families the arrangement could have been improved and simplified by merging it with B, which is comparatively small, under the heading Fur Trade: Individuals, Families, Companies, and Associations. It is singular, too, that the Masson collection was entered as a section of the inventory while the Selkirk papers were relegated to the appendix.

The Public Archives of Canada, lacking original documents in many cases, embarked a number of years ago on an extensive program of copying from originals to supplement its holdings. The notes in this inventory to the effect that some papers are typescript, photostat, transcript, photograph, or microfilm copies may be a disappointment; and originals may be preferred by some persons doing research. The convenience of having all these papers in a single location, however, cannot be overlooked or minimized.

Of the few papers listed in the Indian section, those of Joseph Brant, the Seven Nations, the Six Nations, and the St. Regis Indians are most likely to be of interest in this country.

It is stated in the introduction that not all material relating to the fur trade and Indians has been included but that selections were made in accordance with the significance of the papers as a whole. The microfilm of the Hudson's Bay Company papers, 1670-1870, for example, was not included but constitutes a separate group.

MARSHALL D. MOODY

Department of the Army

Directory of Saskatchewan Ministries, Members of the Legislative Assembly, and Elections, 1905-53, edited by Lewis H. Thomas and others. (Regina and Saskatoon, Saskatchewan Archives Board, 1954. Pp. xiii, 132, maps, notes. \$1.75.)

This publication succeeds in providing "a convenient and authoritative historical record of the names" of public men of Saskatchewan during the entire half century of its provincial history. Since the data accent top executives and legislators, they reflect government at a policy level. Although statistics are presented without comment, a reasonably astute student with some acquaintance with parliamentary government should be able to draw some significant though limited conclusions about the operation of the province's political machinery and the character of its leaders. In determining the broad trends of public opinion, the maps of the electoral districts should be particularly helpful.

As is to be expected, the book will prove a most welcome finding aid for

the users of the provincial archives and of papers still in the custody of the departments. The names of officers and the dates of their incumbency, as well as the morphology of the various governmental agencies and the resulting changes in nomenclature, always constitute good leads, not merely to public papers and documents but also to private collections. Although certain names appear in several of the 13 lists, one can easily make one's own cross-references.

A sequel covering judicial and municipal officers should be most appropriate and welcome.

HERMAN J. DEUTSCH

State College of Washington

Danske Adelsbreve fra Tiden Indtil 1660; Facsimiler af Breve fra Adelsmaend og Adelsdamer, fra Rigsarkivets, assembled and edited by Erik Kroman. [*Danske Adelsbreve*, Samlinger 3.] (Public Records Office, Copenhagen, 1953. Pp. xi, 28, 28 numbered photolithographic reproductions.)

Archivists particularly and other scholars generally will be interested in examining this publication as an example of the achievement of excellence in form of presentation and arrangement as well as high standards in editing and transcription of the "ancient" Danish. Within this tastefully bound volume is an example of archival publication of which the author and the Danish archival profession should be proud.

The volume is prefaced by a short discussion by Axel Linvald of the Public Records Office, in which he notes that the volume is a continuation of a series of publications of this character in which documents in the Public Records Office of significance for state and folk history are being reproduced in facsimile. The publication is divided into five principal parts: the introduction (pp. vii to xi); facsimile reproductions of 28 letters (nos. 1-28); transcriptions of the letters in "ancient" Danish (pp. 3-15); translation of the letters into modern Danish (pp. 19-27); and an alphabetical list of the letters by author.

In his introduction the compiler summarizes briefly the significance of letters of the nobility as reflecting something of the culture of the times. He notes that the facsimiles reproduced in the book are fairly representative of letters written during the period of the fifteenth through the seventeenth centuries. Kroman discusses his arrangement of the letters in ascending chronological order, by noblemen for the period 1409 to 1658 (about 200 years) and by noblewomen for the period 1556 to 1660. He assures the reader that the facsimiles are faithful reproductions. An annotated listing of the facsimiles concludes the introduction, in which the writer of each letter is identified as to his professional or other occupation, and the probable or known reason for writing the letter is indicated.

The photolithographic reproductions of the letters are indeed an example of excellence of reproduction as well as taste of presentation. Each letter is numbered and identified.

Kroman's transcription of the contents of each letter from the "ancient" into modern Danish, he says, has been achieved with relatively little modification of

the original. Hidden meanings and obsolete or obscure words are clarified in footnotes. Each transcription is preceded by a brief statement as to its contents and particularly the personal or specific "archive" to which the letter belongs.

The editor achieves what appears to be a careful, scholarly rendering of each letter into modern Danish, and a comparison of the modern with the "ancient" Danish reveals the magnitude of this task. This accomplishment speaks well of the research and linguistic abilities of the editor and once more points up the professional attributes necessary for an archivist besides merely his custodial abilities.

Those of us who have followed the growing excellence of publications such as this feel justifiable pride in the profession as a whole and appreciate the fact that, with understandably limited financial resources, a small country such as Denmark maintains such high standards of research and publication. We would do well to examine such publications, perhaps not so much for their content as in the spirit of learning of new techniques and forms of presentation and arrangement.

HERMAN R. FRIIS

The National Archives

Erhvervshistorisk Årbog; Meddelelser fra Erhvervsarkivet, vol. 6. (Aarhus, Denmark, Rosenkilde og Bagger, 1954. Pp. 153.)

Like other things in the contemporary world, the yearbook of the Business Archives (Erhvervsarkivet) in Aarhus, Denmark, is growing in size; this volume is the largest to date. Most of its space is occupied by historical articles. The brief annual report of the Archives (pp. 149-153) treats such matters as its serious space problem, accessions, arrangement, and the activities of staff members with respect to education and publications. During the year (April 1, 1953-March 31, 1954) the Archives received a total of 6,065 volumes and bundles of records. Most of these bear twentieth-century dates and are continuations of earlier accessions. The new records were given a temporary arrangement while the staff completed the arrangement of certain groups of papers previously accessioned (a list of which is provided). The reference library of the Archives increased its holdings by 1,280 volumes.

CARL L. LOKKE

National Archives

Inventaire des Archives des Familles de Knyff de Gontroel et de la Roche, by Marie-Rose Thielemans. (Brussels, Archives de l'État à Mons, 1954. Pp. 136.)

This inventory was prepared by an archivist-paleographer of the Belgian State Archives at Mons. The archives described include not only those of the families de Knyff de Gontroel and de la Roche but those of 16 other families related to them through marriage. The relationship of the families is presented in a concise but apparently comprehensive manner in the introduction to the

inventory. The archives cover a period extending from the close of the fourteenth century through the nineteenth century.

In describing family archives Belgian archivists frequently divide the records into two main groups: those pertaining to persons and those pertaining to estates. This plan has been followed in this inventory except that since the business and office papers in the de la Roche collection constitute the most important mass, a third section has been included for these papers. The records described in the sections pertaining to persons and in the section describing business and office papers are arranged by names of families; those in the sections pertaining to estates are arranged geographically. The entries are described only by title, but the titles are more descriptive of the contents than those in inventories produced by the National Archives of the United States. But description only by title makes it difficult for the reader to determine which of the entries are of greatest historical value. The plan of organization and description, however, is well suited for use by the genealogist and the local historian. Such use is further facilitated by two alphabetical lists of names and places: the first listing names of fief-holding families, proprietors of estates, lessors, creditors, and debtors that appear in the files but are not mentioned in the inventory; the second containing names and places mentioned in the inventory.

An explanation is given for the detailed listing of entries and the compilation of the lists. Because most of the archives at Mons were destroyed in 1940, these family archives acquired more than usual interest when they were deposited in 1952. The disappearance of the *fonds* of the Supreme Council and the registers of the aldermen of the State led the author to make the detailed lists.

The volume of records in an entry is given in terms of pieces, bundles, envelopes, registers, notebooks, and so forth. There are 1,058 entries in the inventory. According to the introduction, the family records under discussion are contained in 98 portfolios and 4 pasteboard boxes. A check of the entries shows that there are approximately 750 bundles, 200 envelopes, and numerous other single documents and volumes in the collection. It appears obvious that most of the bundles are very small, but which if any of them are large is not apparent. Ample justification for the detailed inventorying is given, but it is believed that the inventory would be of increased value to prospective inquirers if some approximation of the volume of specific entries were given.

MABEL E. DEUTRICH

National Archives

Northamptonshire Archives Committee. *Report of the Archivist, 1st January 1952 to the 31st March 1953*, by P. I. King, County Archivist. (Northampton, J. Stevenson Holt, Ltd., Printers, 1953[?]. Pp. 7.)

Northamptonshire Archives Committee. *Annual Report, 1st April 1953 to the 31st March 1954*, by Frank Lee, Chairman (appending Report of Archivist

by P. I. King). (Northampton, J. Stevenson Holt, Ltd., Printers, 1954[?]. Pp. 8.)

Northamptonshire Archives Committee. *Summary Guide to the Northamptonshire Record Office*, by P. I. King, with a foreword by Frank Lee. (Northampton, J. Stevenson Holt, Ltd., Printers, 1954. Pp. 24. 1 s.)

Worcestershire. *Eighth Report of the County Archivist (Annual Report for 1952-53)*, by E. H. Sargeant. (Worcester[?], 1953[?]. Pp. 10.)

Worcestershire. *Ninth Report of the County Archivist (Annual Report for 1953-54)*, by E. H. Sargeant. (Worcester[?], 1954[?]. Pp. 12.)

Worcestershire Photographic Survey Council. *Fourth Annual Report, 1953-54*, by H. Ashwin. Worcester[?], 1954[?]. Pp. 7.)

Worcestershire Committee, Historical Manuscripts Commission, National Register of Archives. *Sixth Annual Report, 1953-54*, by P. G. Feek. (Worcester[?], 1954[?]. Pp. 7.)

These short pamphlets come from the Midlands of England.

At the beginning of 1952 — so lately as that — the Northamptonshire Record Office was established at Lamport, a small place 10 or 12 miles away from Northampton, to take over archival functions previously exercised by the Northamptonshire Record Society, which will presumably continue to flourish as sponsor of "Northamptonshire Past and Present." Earmarked for possible removal from Lamport Hall to more accessible Delapré Abbey, the Record Office operates under the Northamptonshire Archives Committee, a composite authority assisted by a technical and advisory subcommittee of wide talents. Having inherited from the Record Society more than four score collections and the results of valuable cataloging, the new archival management during the first year verified the contents of the Record Office and expanded the indexes. In the second year it encouraged the shelving of boxed records and promoted the compilation of a summary guide.

For a shilling plus postage anyone may acquire the newly issued summary guide to the Northamptonshire Record Office. Into this capsule of essential information, the County Archivist has pressed the history of his Record Office, the schedule of its hours and rules, the identity of its important finding mediums, and descriptions of its six principal classes of holdings. Students are boldly advised to acquaint themselves with the worthwhile printed materials in the Northampton Public Library, the County Library, and Peterborough Museum, "before turning to manuscript material, much of whose purport and significance is otherwise likely to be missed."

In Worcestershire, not farther away than one intervening county, the outstanding accomplishment portrayed in the eighth and ninth annual reports of the County Archivist is a complete physical rearrangement of the records. Over a million items, calculated to weigh 67 tons, were redeployed with only 11 per cent of available staff time spent on moving them. An undoubted advantage was the presence of maneuver space, or "elbow-room," as Mr. Sargeant so aptly terms it. He asserts candidly that most of the records had to be moved

twice, first out of the way into the open area provided by two new muniment rooms, and second into their proper destination, to conform with a predetermined scheme. Eventually he could say: "We now know in bulk what records we hold (a task which took three years), why we hold them (classification — another two years), and we now have them shelved in classified order (seven years after the archivist's appointment in 1947)."

The fourth annual report of the Worcestershire Photographic Survey Council, telling how systematic photographic coverage of the county is being brought about, reveals that 40 percent of the 3,600 photographic prints now in the Shirehall collection at Worcester were added in the twelvemonth. In Worcestershire the local committee on the National Register of Archives has issued its sixth annual report, and trawling for unaccessioned records still moves slowly on. With such local activities the County Archivist maintains extensive liaison.

Several years ago, in a paper read in Kentucky and later published in the *American Archivist*, Leon De Valinger, Jr., the State Archivist of Delaware, discussed the value of periodic reporting in the archival field. It suffices here to say that the half dozen annual reports under review, like the preliminary Northamptonshire guide, are worthy examples of brevity and clarity. The fact that they are acceptably printed gives them attraction that they might otherwise lack.

H. B. FANT

National Archives

A Handlist of the Records of the Bishop of Lincoln and of the Archdeacons of Lincoln and Stow, compiled by Kathleen Major. (London, Geoffrey Cumberlege, Oxford University Press, 1953. Pp. v-xv, 122. \$2.60.)

This handlist catalogs the principal classes of one of the most extensive collections of ecclesiastical records in England. The general character and content of the Lincoln diocesan records have previously been described by Miss Major in her paper read before the Royal Historical Society in 1938 and printed in its *Transactions*, 22: 39-66 (1940). The availability, arrangement, organization, state of preservation, and facilities for inspection of the Lincoln muniments, as for other ecclesiastical archives throughout England, are described in the useful "Survey of Ecclesiastical Archives," typescript copies of which are available in London at the Institute of Historical Research, the British Museum, and the Public Record Office. So far as Lincoln is concerned, the present handlist forms a necessary and sufficient complement to the survey.

Most of the documents classified in the handlist were formerly in the custody of the registrar but in 1947 were committed to the Lincolnshire Record Office. Accordingly Lincoln, with its trained archivist and more commodious archives has, like Durham and York, recently improved its facilities for research among ecclesiastical records and has established a research center roughly comparable to the prewar and now remodeled archives at Canterbury and Lambeth Palace.

"The basis of this handlist was the skeleton typescript list which Canon Foster drew up"; however, following the discovery or the transfer of documents to the collection, considerable additions and some rearrangements have been made. The handlist comprises six sections: administrative records, court records, visitation records, miscellanea, records of the archdeaconry of Lincoln, and records of the archdeaconry of Stow. The first four sections contain an inventory of the bishops' records; the muniments of the two archdeaconries are similarly separated into administrative, court, and visitation records. The inventory begins with the rolls and registers of the bishops of Lincoln, running, with some gaps, from the institution rolls of Bishop Hugh (1209-35) to the *Sede vacante* register of 1910. Attention should be called again to the seven newly discovered additional registers, containing predominantly royal writs, for bishops of the fourteenth and early fifteenth centuries. Among a wide variety of administrative records the largest series are presentation deeds, subscription books of oaths taken by the new incumbent upon institution, and transcripts of parish registers. The vast bulk of the administrative records are, of course, post-Reformation in date. The court records seem to be most numerous for the sixteenth and seventeenth centuries; and Miss Major remarks that the court books "will repay careful study especially in the sixteenth century when they are more detailed than later on." The visitation records include lists of clergy drawn up from time to time between the early sixteenth and the midnineteenth centuries as well as the important visitation books and papers, the earliest of which is for 1413.

For bound registers or books the number and measurements of the folios or pages are recorded. For each document the reference or call number is given. A succinct explanation of the classification frequently precedes the schedule of documents; in many instances it may be supplemented by reference to the abovementioned article in the *Royal Historical Society Transactions*. For the documents that have been printed or calendared, appropriate citations are made. In this category the reference for a portion of Register XIX on page 11, line 18, seems inapposite, particularly in view of its repetition on page 27, lines 7-16. Presumably when Canon Foster decided that these folios formed a subscription book, he withdrew them from Register XIX.

Formerly archivist to the Bishop of Lincoln and now reader in diplomatic in the University of Oxford, Miss Major is currently the general editor of the notable publications of the Lincoln Record Society and has herself edited the latest volumes of *Registrum Antiquissimum* of that series. Her extraordinary qualifications for the present undertaking are also exemplified in her edition of *Acta Stephani Langton, Cantuariensis Archiepiscopi, A.D. 1207-1228*, published by the Canterbury and York Society. When one must examine a catalog without direct reference to the archives themselves, complete confidence in the competence of the compiler is a desideratum; it is not lacking here.

EDGAR B. GRAVES

Hamilton College

Publikationen des Oesterreichischen Staatsarchivs. II Serie: Inventare Oesterreichischer Archive: VIII Inventar des Kriegsarchivs Wien (Vienna, 1953. Two vols. in one, pp. xviii, 186, 203. \$7.50. Published at Horn, Lower Austria, by Ferdinand Berger.)

This inventory of the Austrian war archives was, somewhat ironically, published in the occupation zone of the great power which is solely responsible for Austria's present demilitarized condition, the U. S. S. R. It is the eighth in a series of inventories that was inaugurated in 1909 with a volume on the archives of the Interior Ministry and that includes three volumes on provincial archives, one in eight parts on the Vienna Haus-, Hof- und Staatsarchiv (1933-40), and one on the Vienna Hofkammerarchiv (1951). The volume under review was compiled by officials of the War Archives, an establishment which, since the reorganization of 1945, has been a section of the Austrian State Archives. The book is in general modeled upon the earlier inventory of the Haus-, Hof-, und Staatsarchiv.

The Austrian war archives was founded in 1711 but, since it then took over the war records of some 150 earlier years, the present inventory covers approximately 400 years. It includes naval and air force archives as well as those of a strictly military character, and, while the emphasis is naturally upon public papers and manuscripts, it also contains useful sections on the War Ministry's map and picture collections, library, and personnel records. It contains for the professional archivist some interesting general sections on the history of the war archives from 1711 on and brief sections on their significance and usefulness. The 72-page index is only mildly useful. It contains too many entries such as Agenten, Truppen-Angelegenheiten, Vereine, and Vortraege, which would seem to be so general as to be almost useless; and although it points the way to some apparently valuable items on such significant figures as Prince Eugene, Radetzky, and Tegetthoff, it contains very little on such others as Maximilian of Mexico and Windisch-Graetz. Austerlitz and Marengo receive one entry each and Novara none.

Austria's war archives are of course of importance to the historian. They reflect a considerable part of the very great role that the Habsburgs played for centuries in war affairs. They throw considerable light upon the period of Nazi occupation. Although they suffered some serious losses and injury during World War II, the major portion of the great collections is still intact.

Aside from returning to Belgium, France, Yugoslavia, Poland, and Czechoslovakia archives taken from them between 1938 and 1945, the greatest problems of the Austrian authorities in the postwar period were the salvaging of damaged materials, the provision of proper archival facilities for the collections in a capital city which has no adequate general archival establishment, and the acquisition of new personnel to replace those lost as a result of the war. All of these problems retarded the publication of the inventory.

E. WILDER SPAULDING

United States Embassy, Vienna

The Fifty-Eighth Report of the Deputy Keeper of the Public Records and Keeper of the State Papers in Ireland. (Dublin, The Stationery Office, n. d. Pp. 119. 4 sh.)

This is the first published report on the Irish Public Record Office to appear in more than two decades. Covering the period from 1931 to 1950, the report consists of three parts: a general account of problems and accomplishments of the Record Office, a detailed accessions list, and finding aids for certain collections.

The Deputy Keeper of Records in Ireland has been faced with difficulties common to many in similar positions. World War II and threats of air raids meant diverting space from records storage to air-raid shelters. More recently, space has become so cramped that accessions will soon be greater than available shelving.

The Irish are to be complimented for keeping up to date the work of checking, arranging, listing, and indexing material received for permanent deposit. The report shows that an excellent program of producing finding aids and publishing important documents is being carried forward constantly. Technology has brought an interesting change to the Public Record Office — the substitution of photostating for hand copying, which had been continued as late as 1951.

The job of the Deputy Keeper in Ireland is probably unlike that of any other archivist. Because of the disastrous fire of 1922 he has had the overwhelming task of building up a collection of records. Through extensive purchases and gifts, the Public Record Office, especially during the period covered by this report, has brought together the originals or copies of many deeds, wills, leases, grants of remission of quit rents, and other legal documents from the sixteenth to the twentieth centuries.

The detailed list of accessions furnishes the user with sufficient information so that he would be able to locate desired records. Only three of the accessions are so bulky that measurements are given in terms of feet rather than number of items. As yet, very few government records created since 1922 have been transferred. The problem of large bulk is yet to be encountered.

Calendars of two collections, one relating to the history of Kilkenny and the other to the Irish church, are included in the report. The caliber of the calendars is excellent. Even more important are name and subject indexes, which are adequate in every respect.

HOMER L. CALKIN

Department of State

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News Notes

MARY C. LETHBRIDGE, *Editor*

United States Information Agency

Assisted by ROY HART

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The nineteenth annual meeting will be held in Nashville, Tenn., on October 10-11, 1955. The Tennessee State Library and Archives, headed by Dan M. Robison, will be the host, and cosponsors will include the Tennessee State Historical Society, Vanderbilt University, and the George Peabody College for Teachers. Headquarters will be in the Andrew Jackson Hotel. Detailed information on program and local arrangements will be published in our July issue.

The following persons or institutions have been accepted for membership in the Society:

H. B. Batte, Dinwiddie (Va.) County Circuit Court; Clara S. Beatty, Nevada State Historical Society; Florence E. Behnke, Seabrook Farms Co.; Margarethe A. Buxton, Greyvan Lines, Inc.; Ceylon Government Archives (J. H. O. Paulusz, Archivist); Donald F. Clark, Fort Montgomery, N. Y.; George M. Derry, Richfield Oil Corp.; Guy Duboscq, Paris, France; Rev. John Grant, British Columbia Conference Archives (United Church); Johan Hvidtfeldt, North Jutland Archives, Viborg, Denmark; Edward M. Johnson, Maryland State Government; Mary M. Johnson, National Archives; John R. Kerstetter, American Municipal Association; William H. Long, Philadelphia City Archives; Missouri Historical Society; J. T. O'Connell, Remington Rand, Inc.; Irma B. Ray, Virginia State Archives; P. C. Roy, National Archives of India; Enrique Ortega Ricaurte, National Archives of Colombia; Doris E. Saunders, Johnson Publishing Co.; Catherine Stauffer, U. S. Steel Corp.; S. Lyman Tyler, Brigham Young University Library; Mrs. B. B. Walcott, George Washington Carver Museum; Henrietta Wilcox, Chicago Department of Welfare; Laurens E. Whittemore, American Telephone and Telegraph Co.; Irene Agnes Williams, Sheffield Steel Division of ARMCO Corp.; and Chester R. Young, Kalihi Baptist Church (Honolulu).

NATIONAL ARCHIVES AND RECORDS SERVICE

Federal Population Censuses, 1840-80, a price list of microfilm copies of the original schedules in the National Archives, has just been published. This list is arranged chronologically by census year, thereunder alphabetically by name of State or Territory, and then, as a rule, alphabetically by county. Copies of the list may be obtained on request.

Finding aids recently published by the National Archives include preliminary inventories of records of the Joint Congressional Aviation Policy Board, 1947-48; the Senate Interstate Commerce Committee's Subcommittee to Investigate Interstate Railroads, 1935-43; the War Relocation Authority; the National War Labor Board (World War II); the Commission of Fine Arts; and

United States participation in international conferences, commissions, and expositions; and an inventory of cartographic records of the United States Marine Corps.

The National Historical Publications Commission expects to send to press soon the copy for its one-volume guide to archives and manuscripts in the United States. Any library, historical society, archival agency, or other depository that has not already done so is requested to provide the Commission (National Archives Building, Washington 25, D. C.) with information about its holdings of archives and other manuscripts, not later than May 1.

The Speaker of the House of Representatives has appointed George P. Miller of California to represent the House on the National Historical Publications Commission. He succeeds Rep. Katherine St. George of New York.

The handbook *Form Letters*, recently issued by the Records Management Division, has proved a very popular item. Over 3,000 copies have been requested by Federal agencies.

An Interagency Records Administration Conference was established in Kansas City in December, bringing to seven the number of General Services Administration Regions that sponsor this training and promotional device.

Part 1 of the report of the Commission on the Organization of the Executive Branch of the Government (Hoover Commission) and part 1 of the report of its Task Force on Paper Work Management, headed by Emmett J. Leahy, have been issued. The former is free, from the Superintendent of Documents, Washington 25, D. C.; the latter is sold for 30 cents by the same office.

LIBRARY OF CONGRESS

Nelson T. Johnson, who died on December 3, 1954, after more than 40 years in the United States Foreign Service, gave his papers, 1922-37, to the Library. These were accumulated during his service as Consul General at Large in Eastern Asia, Assistant Secretary of State, and U. S. Minister and first Ambassador to China.

The papers (25,000 pieces) of Ambassador Joseph E. Willard and the Willard family 1851-1924, have been given to the Library by Mr. Willard's daughters, Mrs. Kermit Roosevelt and Mrs. Merwyn Herbert. Mrs. Roosevelt also has given the papers of her husband, who died in 1943. Most of these papers, 1920-38, are concerned with business interests, steamship lines, and the Philippine sugar industry.

Rebecca Winsor Evans and Ellen Winsor have given the Library a collection of letters, 1920-45, of Albert Jay Nock, American historian, editor, publicist, and critic. Civil War materials recently acquired include a letterpress copybook, 1863-64, of the Register of the Confederate Treasury; the Civil War journal of Maj. John Chester White; and an account book of Company A of the 14th Virginia Cavalry.

Helen Duprey Bullock resigned from the Library on January 2. She is now employed by the National Trust for Historic Preservation as historian and editor of its quarterly publication, *Historic Preservation*.

ALABAMA

Marie Bankhead Owen, who became director of the Alabama State Department of Archives and History in 1920, resigned on March 1. Peter A. Brannon, who has been associated with the department since 1911, is her successor.

CALIFORNIA

The Bancroft Library recently announced the accession of the following important collections:

Correspondence, papers, and published writings of Harry E. Drobish, California agricultural expert and State senator, 1947-50, dealing with such topics as migratory labor camps in the depression and olive culture and processing.

Manuscripts, clippings, photographs, and other materials relating to Frank Norris, Charles Gilman, and Kathleen Norris.

Papers of George J. Hatfield, U. S. District Attorney for Northern California during the prohibition era, Lieutenant Governor, 1935-38, and State senator, 1943-54.

Manuscripts, clippings, and pictures relating to Stephen T. Mather (1867-1930), conservationist and Director of the National Park Service, 1917-29.

Transcripts and photostats relating to the Southwest, collected by Herbert E. Bolton from more than 60 archives in Western Europe, Canada, and the United States.

HAWAII

Stella Maude Jones, Archivist of the Territory since 1931, died in January 1955. During her years of service the Hawaiian Archives acquired a new building and improved greatly the arrangement and control of its records.

MICHIGAN

The archives in the care of the Michigan Historical Commission have recently been moved to the new Records Center Building in Lansing. The capacity of the building is 100,000 cubic feet of records; the part now occupied by the archives is small but adequate. Vernon L. Beal of the commission was recently selected as program chairman of the Detroit Records Management Association.

MINNESOTA

Harold D. Cater resigned recently as director of the Minnesota Historical Society. His successor has not been named. James Taylor Dunn has been appointed librarian of the society.

NEW YORK

The Syracuse University Library has recently acquired the papers of George Fisk Comfort (1833-1910), founder and dean of the College of Fine Arts; and Chapman family papers dating from those of Nathan Chapman (1789-1866) to those of Levi Snell Chapman (1865-1954). Both collections contain considerable material on the antislavery movement, for with Dr. Comfort's papers were found those of his father, the Rev. Silas Comfort (1803-68).

NORTH CAROLINA

The county commissioners of Montgomery County recently authorized a depository for the preservation of important manuscripts, documents, and county records.

Andrew Horn has been appointed to succeed Charles E. Rush as librarian of the University of North Carolina. Mr. Horn was formerly head of the department of special collections at the University of California Library at Los Angeles.

OKLAHOMA

After 10 years as secretary of the Oklahoma Historical Society, Charles Evans has resigned.

TEXAS

The Texas Historical Foundation, a nonprofit corporation authorized by the State legislature to study the preservation and dissemination of records of Texas and Texans, submitted its first annual report in January. Although the ultimate goal of the foundation is an integrated statewide program, emphasis is placed on local participation in the work. Among the projects are standardized markers for historic sites, a general guide to manuscript collections in Texas, the microfilming of Texas documents in the National Archives, and the erection of a building for Texas archives.

VERMONT

The Vermont State Public Records Commission and other State agencies have joined to urge the construction of a fireproof annex for the State Library, in which State archives could be concentrated.

VIRGINIA

The Alderman Library of the University of Virginia reports the following among recent accessions:

journal, 1763-83, and memoirs of Charles Joseph Losse de Bayac, of Rochambeau's command in the American Revolution; papers of the Meade family of Albemarle County, Va., and related families, chiefly nineteenth century, including material on Gen. William Hull; documents, 1820-65, of the Taylor family of Buckingham County, Va.; and an unpublished letter of Thomas Jefferson to John Wayless Eppes, Dec. 23, 1800, on Aaron Burr and the crisis in the presidential election.

WISCONSIN

The State Historical Society is operating a "historymobile," a traveling exhibit of photographs, manuscripts, maps, artifacts, and sketches depicting historical sites and events in Wisconsin. Among recent accessions of the society are papers of two early New York speculators in Wisconsin lands — Aaron Vanderpoel, whose interests were centered in and around Madison, and Jacob

Barker, one of the original proprietors of the town of Racine. Also acquired were the papers of an early settler of northern Wisconsin, Joseph Harris, Door County politician and publisher of the first newspaper in that area.

Paul Vanderbilt, former consultant in iconography at the Library of Congress, is now the curator of pictorial collections of the State Historical Society.

TRAINING PROGRAMS

The American University in Washington, D. C., announces that it will offer a certificate in archives administration. Certificate candidates must take certain basic courses in records management and selected concentration courses in archives administration, historiography, public administration, and political science. At least 6 hours of basic courses in United States history are prerequisite.

The second intensive Institute on Records Management will be offered by American University, with the cooperation of the National Archives, June 20-July 1, 1955. The tuition fee is \$50, and inexpensive living accommodations are available at the university's uptown campus. For information on this institute, as well as on the certificate program outlined above, write to Ernst Posner, American University, 1901 F Street N.W., Washington 6, D. C.

The Radcliffe College-Harvard University second annual Institute on Historical and Archival Management will be held June 20-August 12, 1955. The course will be open to college graduates — men and women — who are interested in making a career in archival, historical society, or museum work. Under the direction of Earle W. Newton, the teaching staff will consist of 15 or more experts active in archival and historical institutions. The tuition is \$200, and two full-tuition scholarships are available. For information write Earle W. Newton, Institute on Historical and Archival Management, 10 Garden St., Cambridge 38, Mass.

A-BOMB EFFECTS ON RECORDS TESTED

A project to test the effects of a nuclear detonation on records and records-storage equipment was planned for the recent series of atomic tests in Nevada. At the request of the Federal Civil Defense Administration, the National Records Management Council developed specifications for the test, including types of paper and film used for records and kinds of storage equipment. Such leading manufacturers as the Mosler Safe Co., the Western Union Telegraph Co., Remington-Rand Inc., and the General Fireproofing Co., cooperated by making tons of equipment available. Roger Bascom of the council was designated as project officer. Test results will be made known as soon as they can be analyzed and evaluated.

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The National Archives After 20 Years

By ROBERT H. BAHMER ¹

National Archives and Records Service

ONE natural approach to the subject of the National Archives after 20 years, it seems to me, is to take a look at where we started and where we are with reference to certain fundamental questions of policy.

I propose to consider only two of these: the question of a proper relationship between the National Archives and the working records of the Federal Government and the question of a proper organizational position and structure for the National Archives.

On the first question there had been considerable discussion and more than a little controversy before the appointment of Robert D. W. Connor, the first Archivist, in the fall of 1934. Over the years a number of opinions had developed as to what kind of central records installation the Government should have. There was, first, the popular notion that the National Archives should be a repository for only the rare documents of outstanding historical interest. No one immediately concerned with the problem, however, gave this restricted point of view any serious attention, least of all the new Archivist.

A second opinion of greater respectability and influence was that held by a number of important Government officials: that the pressing need was for a records building in which space could be assigned to each agency for the housing of its accumulations of active and inactive files, along with their attendant clerks. This point of view gave strength to the Hall of Records movement that developed after the Civil War. As many of the records considered proper for storage in a Hall of Records were old and many were valuable, much was said by the Hall of Records advocates about protecting the so-called "historical records."

A third point of view was held by the historians, archivists, and

¹ This paper was read at the annual meeting of the Society of American Archivists at Colonial Williamsburg, Virginia, on September 14, 1954. The author joined the staff of the National Archives in 1936; from 1943 to 1948 he was attached to the Departmental Records Branch of the Adjutant General's Office; and since 1948 he has been Assistant Archivist of the United States.

scholars — the group that after 1900 labored so long and so effectively for the National Archives. The position of this group was the traditional position of archivists: that all records created by Government agencies, when they became inactive, were appropriate for storage in an archival establishment.

The scholars and historians in the period before 1934 knew that the records and files of the Government were encumbered with trivia and useless papers, but this problem was to them of minor concern. Their interest lay in obtaining an institution for the preservation and administration of the important files. And in respect to the records to be given attention, their position differed less from the proponents of a records and files building than is usually assumed. The older civilian clerks — often the chief clerks — were conservative regarding the destruction of Government records. Many of them, however, were also conservative on the question as to what records should be moved to an archives building and particularly as to when those records should be transferred.

Over a long period of years the reluctance of the Government agencies to transfer their records to an archival agency had been manifest. The advocates of a National Archives took this fact into account, and their thinking resulted in proposals for the progressive transfer of inactive records, beginning with material dated before the Civil War.

The essential difference between those who favored a records and files building and those who favored a National Archives establishment lay as much in their differing judgments as to the age and activity of the material to be transferred as it did in their differing opinions as to the nature and value of the material to be accommodated. Underlying the position of the historians and scholars was also the fear that if a records and files building were obtained the prospects of a real archival establishment, functioning in the interests of scholarship, would be postponed indefinitely.

All of these points of view were known to the Advisory Committee on the National Archives Building, appointed in 1930 after the appropriation for construction had been passed by Congress. James Franklin Jameson, the representative of the Library of Congress, understood the situation very well indeed. Early in the Committee's deliberations the question of the use of the proposed archives building was considered. James L. Baity, Executive Assistant in the General Accounting Office, raised the point when he said "that he was first told that the Archives building would take care of the Government files and records and that later he was informed that it

was to be for historical records." And later on in the discussion that followed he asked whether there was any possibility that there would be constructed "in addition to the Archives building a storage building for the orphan files, etc."

Dr. Jameson set the Committee right on this point with considerable emphasis when he stated "that the Committee was called together to advise for one Archives building and that it would be preposterous to begin by having two."

The Committee did not, however, escape the question so easily. It soon discovered that it faced a real problem concerning space in the proposed building. After a survey of the Government's files and after eliminating those which, in the judgment of the creating agencies, could be destroyed, the Committee estimated that there were approximately 3 million cubic feet of records in existence that ultimately would be transferred to the Archives Building. This, it was estimated, was just about the maximum capacity of the building that could be constructed on the site selected at 7th Street and Pennsylvania Avenue.

On the other hand the Committee found that two-thirds of the 3 million cubic feet were records dated after World War I. When the Committee applied the idea of a progressive transfer program starting with the pre-Civil War records or even pre-World War I records, it concluded that most of the space would remain unused for 30 years or longer. This was the problem: to recommend plans for a building the ultimate capacity of which would be limited to records already in existence but which would nevertheless remain vacant for many, many years. Some of the members of the Committee felt that the site chosen should be abandoned in favor of one capable of greater building expansion. An obvious solution to the problem of excess space was to use it for active or semiactive files. The Committee was reluctant to propose this solution partly because it knew that the agencies would be opposed and partly because it felt that large numbers of clerks would have to accompany the records. The Committee finally asked the Secretary of the Treasury for guidance on the problem, saying that a depository for inactive files was one thing; a building for active files quite another.

Acting Secretary of the Treasury Ferry K. Heath, who answered the Committee's letter, didn't want a change of site; neither did he approve the transfer of active files. He thought the solution was to construct initially a building of less than its ultimate capacity.

In the end the Committee recommended plans that envisaged

immediate construction of a building of about half its ultimate capacity, capable of expansion by the construction of stacks in an inner court. On these plans construction of the building proceeded after the cornerstone was laid by President Herbert Hoover on February 20, 1933. In 1934 the National Archives Act was passed, and in the fall of that year Dr. Connor was appointed Archivist.

But even before he was appointed — and this is the reason for so much pre-Archives history — the question of the proper use of the Archives Building became an issue again. The years 1933 and 1934 were the early days of the New Deal, when older Government agencies were expanding and new ones were being set up at a rate that created incessant demand for more office space. In the winter of 1933 a survey of space requirements disclosed what numerous surveys before had shown: that thousands of square feet of good office space in Government buildings was occupied by files and records. The result was a recommendation made to the Bureau of the Budget in January 1934 that money be obtained for a records and files building.

At this time the management of Government buildings was under the National Park Service, and the justification for such a building was presented to the Secretary of the Interior, Harold Ickes. The proposal must have been something of a shock to E. K. Burlew, Administrative Assistant to Ickes; for Burlew had served with Jameson, Simon, and others on the Advisory Committee in 1930. The Committee, he could recall, had worried about an Archives Building with too much initial capacity and had presented vigorous representations against a "records and files" building even for the future.

It can be assumed that Burlew influenced Ickes to oppose the new records building and to propose as an alternative the quick completion of the inner court of the Archives Building. Ickes acted in characteristic fashion. In June 1934 he obtained President Roosevelt's informal approval of the inner court project to be constructed with PWA funds and in September a more formal approval when the President wrote:

I approve proceeding with the allotment for stacks in the court of the National Archives Building. Before final allotment, however, will you please be sure that we are violating no law? Someone told me that by some Act of Appropriation the Archives Building is limited to historic archives and cannot be used for ordinary Government records and files. Will you check?

The point of law was quickly resolved, but the project was "off again, on again." The President apparently at one point withdrew

his approval; later in the year, after Ickes' insistence, he approved it again, but not until after the Archivist had been appointed and had supported the project.

Even then the idea of a records and files building refused to stay dead. It was revived a second time in 1935 by the Treasury Department, and it picked up a sponsor in Congress, Representative John J. Cochran, who in 1935, 1937, and 1939 introduced legislation to provide for "a building in which to store Government records."

Secretary Ickes appealed to the President to oppose the revived project in 1935 and again obtained the Archivist's support. Connor's letter to Ickes of November 23, 1935, indicates something of the spot he was on. The issue, it must be emphasized, was space for the storage of what "F. D. R." called the ordinary records and files of the Government. Ickes argued that the space to be obtained in the Archives inner court could be used for this purpose and that as a result an additional building was unnecessary. Dr. Connor agreed. Both Ickes and Connor felt that these ordinary files and records were potential archives.

Connor knew, of course, that under the law the classes of material to be transferred to the National Archives building were to be defined by the National Archives Council. One wonders whether the resolutions which he presented to the Council in February 1936 were not influenced by the events of the preceding year and a half. Perhaps the "records building" issue accounts for the broad and somewhat indefinite character of the main class of records which the Council decided were subject to requisition by the Archivist: "I. Any archives or records that the head of the agency that has custody of them may offer for transfer to the National Archives."

From the issue of the "records building" and its defeat by the construction of the inner court of the Archives Building came a number of consequences important to the future of the new institution. Gone completely, for one thing, was any basis for planning rationally the accessioning of records in progressive stages. Whether the decisions made led to a more liberal policy of accessioning than would otherwise have obtained is more difficult to say. From the inside I would judge that they did. But, more important, the danger (and a very real danger it was) of a records storage installation competing with the National Archives was averted.

With no competition from a records building and with continually increasing pressure on building space from the expanding Government, first during the depression and then during World War

II, the matter of obtaining the transfer of the older records of the Federal agencies proved to be less of a problem than many had anticipated. There was some reluctance to transfer records during a few years in the late 1930's; and a few diehards, such as the War Department, held out until presidential pressures were applied; but in the main the problem that had so greatly troubled the promoters of the National Archives proved in the end to be the least problem of all.

After experience had proved that records transferred to the Archives were not lost or unobtainable — that the long-haired archivists were competent to manage them — the older fears of the agencies disappeared and their reluctance to transfer records was replaced by desire. The problem of late years has been one of putting on the brakes, of slowing up accessioning, of preventing over-zealous records personnel in the agencies from using the National Archives as a dumping ground. It is a problem of applying stricter principles in the selection of materials for transfer to the National Archives.

The reasons for this departure from the position taken in 1934 and 1935 are obvious. First, there is the continued growth in volume of Government records. Waldo G. Leland in 1912 estimated the annual accumulation of Federal archives at 60,000 cubic feet. The Committee in 1930 estimated it at 200,000 cubic feet. In 1953 we estimated that 4 million cubic feet of records had been created within the year. We can no longer adhere to the objective originally announced, of concentrating in the National Archives Building all inactive archives of permanent or longtime administrative value or historical interest.

Records of longtime administrative value only are not transferred to the National Archives today. Records centers — a few under the jurisdiction of the agencies and a nationwide regional system under the National Archives and Records Service — now serve as repositories for this class of material. Over 90,000 cubic feet of such records have in fact been removed from the Archives Building to records centers in the past 5 years.

It may well be asked concerning these records centers: Are they not precisely what the proponents of the "records and files" building wanted and against which the historians and archivists labored? The answer is that they are not. The records centers had their origin in the defense agencies during World War II, when the volume of material created was so overwhelming that, even with

the inner court completed, the bulk was well beyond the capacity of the National Archives.

The records centers naturally have made their biggest contribution in providing responsible and economical administration for the vast quantity of records of less than permanent value. They serve also, however, as intermediate depositories for material that has sufficient value to go eventually to the National Archives. They make it possible to foresee a return to that excellent idea of our founders that accessions should be planned, with all of the attendant advantages of more considered evaluation, better arrangement, and better control. And, beyond this, they make it possible to envisage a regional decentralization of archives of permanent value but primarily of local or regional interest. The National Archives Building in Washington, it appears to many of us inside, must in the long run limit its holdings to material of genuine national interest that has met increasingly higher standards of selectivity. In this view we have changed a lot in 20 years.

Higher standards of selectivity imply a more liberal policy for the disposal of records. This second aspect of the relationship of the National Archives to the records of the Federal Government deserves greater consideration than I can give it now, but this much must be said: from our experience we have developed in the staff of the National Archives a competence in the evaluation of records that did not exist anywhere 20 years ago. Our standards for judging record values have been clarified and, in the face of the frightening statistics of record volume, have been modified in the direction of more liberal disposal.

The most noteworthy development in our handling of the disposal of records has been the introduction of the disposal schedule. The scheduling idea originated in an endeavor to introduce system into a situation where chaos prevailed. One curious fact should be mentioned — the idea of scheduling records evolved out of necessity in the National Archives without reference at first either to the practice of those American firms that already used schedules or to the example of the British Public Record Office, where scheduling was the rule for a generation before our National Archives was established.

Twelve years ago I read a paper on scheduling at a session of the annual meeting of the Society of American Archivists. I predicted that every kind of reform in recordkeeping would result from comprehensive scheduling. I now withdraw at least the more sweeping of those predictions. Scheduling has not and cannot alone bring

about the archivist's ideal world of better but fewer records. But until someone comes along with a more practical method of permitting the professional archivists to review the disposal recommendations of the Federal agencies we shall continue to use the technique of scheduling.

Regulations issued by the National Archives and Records Service in 1951 required all executive agencies to complete their initial record scheduling programs by June 30, 1954. In the main the job has been accomplished. Perhaps I should really say it has just begun, for the schedules show that of the records covered, over one-fourth, by bulk, are listed for indefinite or permanent retention. Now one-fourth of an annual accumulation of 4 million cubic feet is 1 million, a volume equal to the capacity of the National Archives Building. Obviously we cannot afford to construct a new National Archives Building every year.

The solution we are seeking seems to be in two parts: first, to approve the disposal, reluctantly perhaps, and after sampling, of many of the borderline series of records; and second, to develop improved procedures in the agencies for creating records of less bulk but higher quality of content.

This second approach is the job of records management. It illustrates clearly a point that many have failed to appreciate: that records management in the Federal Government has developed far beyond its original focus on systematic disposal in the early 1940's, when the National Archives first began promoting records administration in Government agencies. The farther records management has moved into the field of current records maintenance and handling and into the more uncertain field of record creation, the less the professional archivist, as an archivist, can contribute.

I do not imply that the archivists in the National Archives should have no interest in records management, that their points of view can be neglected in records management matters, or that the National Archives was in error when it so ably promoted the new field of records administration. I am speaking only of what should be expected of the professional archivist who is administering the non-current files of the Government.

Records management and the National Archives are separate operating activities within the National Archives and Records Service. Records management is not a function of the National Archives.

This brings me to my second main point: the organizational position and structure of the National Archives. There is a lot of

history as yet unwritten about the background of the act that established the National Archives as an independent executive agency directly responsible to the President. Someone should surely find it interesting to give us a better understanding of our origins. Proposals were made to place the National Archives in the Library of Congress, under a council or a commission, in the National Park Service, and probably elsewhere. It seems clear that the institution was made an independent agency because it was to serve all three branches of the Government. The idea of a governing council had considerable strength, partly because of European example and partly because this type of organization was recommended for the British Public Record Office by a Royal Commission in 1910. But greater weight should probably be given to the feeling that the agencies at best would be reluctant to transfer their files to the Archivist. The choice was to write into the law something of a mandatory nature about transfers, to give the Archivist authority to requisition records in his discretion, or to allow the agencies some measure of control. The National Archives Act adopted the last-mentioned compromise by establishing a National Archives Council, made up of representatives of the agencies and authorized to establish the classes of records subject to requisition by the Archivist. In other respects the Archivist was given full authority.

What has happened since? You are all as familiar as I am with the work and results of the Leahy task force of the Hoover Commission and with the Federal Records Act of 1950.

The Leahy report recommended the creation of a Federal records administration in which the National Archives would be continued as a separate entity but to which would be added the operation of Federal records centers and the development of improved records practices. The Hoover Commission recommended inclusion of the proposed agency in a central service agency. This central agency was the General Services Administration, and the functions of the Archivist were transferred to the Administrator of General Services by the Federal Property and Administrative Services Act of 1949. The Federal Records Act of 1950 is simply Title V of that act. The individuals who framed these acts either believed in or were subject to the principle of public administration that lodged statutory authority only in the head of the agency. Today, as a result, the authority of GSA relating to Federal records is vested in the Administrator — with one important exception. The Archivist is still by law the judge of what records shall be deposited with the National Archives of the United States.

Basically what happened in all this organizational development is that the Archivist of the United States accepted the responsibility of adding to his older functions relating to the National Archives, the Federal Register, and the Franklin D. Roosevelt Library the large new function of records management. Taking on this new function imposed upon him the specific task of developing such effective staff and procedural arrangements between the National Archives and the Records Management Division that both would profit and neither would suffer.

The development of the internal organization of the National Archives had been such by 1950 that it might have appeared logical to assign the new records management functions to the records branches (formerly called divisions), each of which administers the records of a number of departments and agencies. The original attempt to organize the National Archives on a functional basis with accessions, reference, classification, cataloging, and other divisions was short lived. By 1938 reference service responsibilities relating to Government agencies as well as accessioning and disposal functions were assigned to the custodial records divisions. In 1941, as a result of the recommendation of a special staff committee, arrangement and finding-aid responsibilities were given to the records divisions, and the change from functional organization to one based on record groups was almost complete.

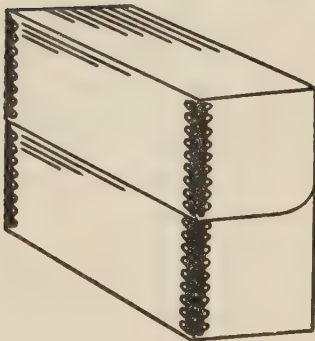
It took a few years before the "coordinators" of functions at the top-management level disappeared. But they did gradually, so that by 1950 the chiefs of the records branches in the National Archives were in fact responsible for all functions relating to records in their custody. They were not, to be sure, independent professionally in the sense that a college professor or a scholar is independent, for after all the National Archives does exist within the framework of Government bureaucracy.

As I have said it might have appeared logical in 1950 to assign to the records branches, which had acquired such important status, the new responsibilities for records management. But that would have been logical only if records management was still confined to records disposal — and records management had grown beyond this original interest. Furthermore, much of the records management work, it was clear, had to be accomplished on a "task force" basis, with technicians possessing skills and competence not required of the archivists. It would have been fatal to the records management program to divide it up among the several archives branches.

And such an assignment could only have detracted from the true professional development of the National Archives staff.

My paper must end abruptly at this point because there are at least half a dozen other fundamental questions that should be discussed before conclusions are drawn. To mention only a few: Where did we start and where have we gone with reference to our internal work programs, on preservation, finding aids, and publications? What have been the changes in our reference service policy? What is the judgment at this point as to our success in developing a truly professional staff that over the years will avoid the evils of inbreeding? I can only hope that someone with time and interest will consider these questions for us before 20 more years have passed.

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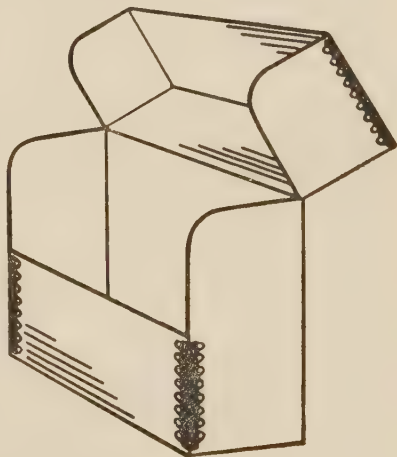
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The National Archives and the Archival Theorist

By ERNST POSNER¹

The American University

AFTER Dr. Bahmer has given you his informative view of the National Archives from within, it is my pleasant assignment to reflect on the history of our national archival agency from the viewpoint of the archival theorist or generalist. I am attempting to do this on the basis of 15 years of the most gratifying cooperation with the National Archives in the field of archival training. Although I am greatly indebted to three Archivists of the United States and to many members of the National Archives staff for their kindness and friendship, my appraisal of National Archives achievements will be a history in the sense of Auguste Comte, that is, a history without names. I shall discuss the role of the National Archives as an agency of the executive branch of the Government, its functions and organization, its staff, its relations with other archival agencies in the United States, and finally the place it has assumed on the international archival scene.

The birth of what is now one of the major archival agencies of the world must be called obscure. Even if one assumes, as I am inclined to do, that the approval of the National Archives Act on June 19, 1934, marks the beginning of our national archival agency, the precise time at which Franklin D. Roosevelt signed the act cannot be determined. There was no ceremony, and no delegation of prominent persons was present to witness the event, for the act was but one of 40 apparently signed by the President between appointments and other chores. If the establishment of the National Archives went largely unnoticed in this country, archivists in other countries were certainly unaware of its significance and those interested in the history and theory of archives administration missed an excellent opportunity to observe the birth of a great archival agency,

¹ This paper was read at the annual meeting of the Society of American Archivists at Williamsburg, Virginia, September 14, 1954. The author is known to most of our readers. Formerly of the Prussian State Archives, he joined the faculty of the American University, Washington, D. C., in 1939. In 1945 he became dean of the university's graduate division and since 1947 he has been director of its School of Social Sciences and Public Affairs.

an experiment in archives administration in the grand style. The infant agency, in its magnificent cradle on Constitution Avenue, was not without resources. There was the European heritage in the field of archives; there were, in addition, the lessons learned in certain State archives, as well as the ideas expounded in the reports of the Public Archives Commission and in the conferences of American archivists. Both the European heritage and the American experience combined to create a concept of a National Archives that must be called a far cry from the type of agency adequate to cope with the reality that the men and women of the National Archives staff were to face. To a certain extent, the past history of the National Archives can be seen as a modification of, if not a breaking away from, the ideas that controlled it during the first years of its existence.

That the National Archives was able to work out its own destiny may be due in part at least to the status as an independent agency that the National Archives Act assigned to it. Studies in the field of archival organization seem to reveal that, other things being equal, a national archival agency will greatly profit from being subordinate to the head of the Government rather than to any particular ministry or department. Such was the status of the National Archives during its formative years, and in my opinion this contributed immensely to the National Archives' stupendous success in concentrating the Nation's record in its custody, a success that must seem a miracle to European archivists, many of whom have struggled for 150 years to achieve what the National Archives had largely achieved by the beginning of World War II. The decisive event, it appears, was the transfer to the National Archives of the historic archives of the Department of State. This meant that in the Federal Government the existence of departmental archival agencies, such as the French Archives of the Ministry of Foreign Affairs or the Archives of the Ministry of War, was not going to be permitted; that on the contrary the National Archives of the United States was to be a national archival agency in the full sense of the word.

How explain this miracle? I think that the interest of Franklin D. Roosevelt had a good deal to do with it. In addition, more general factors may be discovered that helped the Archives to carry out its task. There was in the first place the fact that it was striving for recognition within a young bureaucracy still in the process of "jelling," not so firmly entrenched as that of France or Germany and hence willing to accept an upstart like the National Archives.

Within that bureaucracy records management had been neglected, and no registry offices had developed that as a matter of self-preservation were inclined to "hold on to" and refuse to surrender their treasures. In a way, what complicated the later job of digesting the records of the Federal Government — the lack of administrative care during the periods of their creation and current use — was to help the National Archives in assembling the Nation's record. Furthermore, procedurally speaking, the early organization of the National Archives with its divisions of departmental archives, vestiges of the Hall of Records idea, was bound to prove beneficial in the process of initiating and actually executing the transfer of records.

What about the National Archives in the novel situation that has developed as a result of the Federal Property and Administrative Services Act of 1949? As an archival theorist I am bound to regret that the National Archives has lost its independent status, hallmark of its dignity. I am bound to find it unusual to see the institution relegated to something like bureau status within an agency of largely heterogeneous purposes. On the other hand, I do not wish to question the material advantages that have accrued and I hope will continue to accrue to the National Archives as part of a very powerful organization, provided it will always be permitted to function without regard to political considerations. According to the late Hubert Hall "archivists are feeble folks," and those of the National Archives may very well benefit from the protection of an understanding Administrator of General Services.

If subordinating the National Archives to an agency largely concerned with materialistic ends seems to militate against the more lofty ideas of the archivist, the concomitant expansion of its functions, that is, the combination of records management and archival administration, must seem to him equally surprising. No archivist familiar with the status or rather nonstatus of records management in the Federal Government will question the vital interest of the Federal archivist in the current and semicurrent phases of the life cycle of records. Every archivist will admire the boldness of those responsible for initiating the records management program of the National Archives, about 1941, on an admittedly shaky legal basis, and will applaud the courage of the men and women who went into Government agencies to assume tasks largely beyond the scope of the archivist's traditional job. Now that legal responsibility in the field of records management has been assigned to the National Archives and Records Service, the novelty of the situation and the

magnitude of the job are bound to amaze the old-line archivist. True, records management had been neglected with disastrous consequences, had become a no man's land governed by no law and controlled by no responsible authority. But for the archivist to invade this no man's land constituted an endeavor of incredible daring, an enterprise that in a bureaucracy more firmly established and ossified than the Federal bureaucracy could not possibly have succeeded.

In appraising what has happened, one naturally wonders whether ours is a unique development or whether other countries are going to follow our example, combining in one agency responsibility for records management and archival administration. Personally, I am inclined to believe that this combination will remain confined to the United States, simply because the circumstances that caused it do not exist or are not so aggravated as in the United States. The records-manager-archivist must be considered an American phenomenon.

Within the traditional archives field, the 20 years of National Archives existence have seen a number of contributions and peculiar developments that impress the archival generalist. Most obvious among them are technical advances. The National Archives Building has set certain standards that will never be disregarded by the planners and future occupants of archival structures. The methods of documentary preservation and restoration adopted by the National Archives represent enormous and lasting progress beyond the consummate craftsmanship of earlier hand methods. Finally, the large-scale application of photographic methods to various phases of the archival process exceeds anything that Old-World archives administration has seen. Yet, no matter how admirable such progress is, in these technical matters the National Archives may be said to be the skillful exploiter of the country's advanced technology.

To the archival professional, certain National Archives contributions to the fundamental archival functions of records retirement, arrangement, and description would seem equally if not more noteworthy. First and foremost, records retirement has received a degree of attention and systematic thought that is unparalleled in the history of archives administration and has resulted in a thorough rationalization of the retirement process. No country, no archivist, can afford to leave unstudied the scheduling procedure of the National Archives, including the use of general schedules and the concept of the intermediate repository or records center, first adopted by the Navy Department and now an indispensable way station in

the life cycle of records. The contribution that the National Archives has made to the solution of the problem of mass posed by modern records is overwhelmingly clear, and the fact that the institution was forced to throw much of its energy into this largely destructive phase of archives administration does not detract from the value of its accomplishments.

In the field of records arrangement, we owe to the National Archives the concept of the record group, a pragmatic and hence enormously useful refinement of the French concept of the *fond*. It has made this time-honored tool applicable to the bulky records of the giant agencies of modern times. Add to this the records description program of the National Archives — with its record group registrations, an innovation; its preliminary inventories, each dealing with a single record group; and its reference information papers, each dealing with a single subject on which there is material in many record groups — all of them available to the scholar at a distance by means of the near-print process, — and you will admit that the National Archives' contribution to the standard fields of archival administration has been significant. Retrospectively it may be a matter of regret that the preliminary shelf list provided for in the original program tended to become so elaborate and so detailed that it could not be distinguished from the preliminary inventory and had to be abolished. In fact, the preparation of a preliminary inventory is such a time-consuming process that, for the control of great quantities of records, the archivist has to rely on prearchival finding aids, such as indexes and lists made in the agency of origin. Under these circumstances, a descriptive tool of the simplest kind, perhaps of the type of the French numerical repertory, would have been a desirable temporary substitute for the elaborate preliminary inventory.

As regards reference service in the National Archives, there is only one particular development that I should like to touch upon, and that is the program of microfilm publication. I consider this one of the most incisive steps in the philosophy and practice of the archival profession. In preparing film negatives of series of outstanding research value and making copies of them available at nominal cost, the National Archives has abandoned monopoly of some of its most important holdings and has thrown them open to the use of scholars and searchers, regardless of personal merits and qualifications. This is basically a final break with the archivist's proprietary attitude toward his records, a democratization of the archival reference service that constitutes an entirely new departure.

I predict that it will be a long time before archival agencies in other parts of the world will be able and willing to follow this admirable precedent.

From the above it would seem that in the 20 short years of its existence the National Archives has established an impressive record of achievement. What may be even more remarkable is that this record was established in a period of turmoil, external and internal. Depression, emergency, war, and postwar adjustment combined to prevent the National Archives from carrying out some of its functions or had a retarding effect at least. It proved to be equally troublesome that it took the National Archives more than 15 years to achieve an effective working organization. In fact, much of its history is characterized by heroic and energy-consuming efforts to "shake down" organizationally. It was what I should like to term the curse of bigness that the National Archives had to cope with from its very beginning, the problem of large-scale archival organization.

There was indeed little in the way of foreign experience that the National Archives was able to draw on in putting its house in order. There were, however, a few precedents that, *mutatis mutandis*, might have been of assistance. The final organization of the National Archives into branches charged with the administration of records from functionally related provenances has much in common with that of the former German National Archives and — I am improvident enough to mention it — with that of the Soviet Archives as it emerged in 1918. As it was, some costly detours had to be made before the National Archives achieved a simple and workable organization, one that made possible central direction as regards policy and essentials and the necessary latitude and initiative at the grassroots. At the beginning, the influence of library practice and concessions to the old Hall of Records idea combined to create an impossible situation. Later on, the doctrines of administrative organization as developed by theorists in the field carried too much weight in a special situation to which they had paid scant if any attention. It was only when the peculiarity and uniqueness of the archival situation was taken into account, when the trend toward establishing substantial administrative units and charging them with responsibility for records of related provenance was started and brought to completion, that the National Archives proper achieved its present internal equilibrium. It goes without saying that the period of experimentation, though well-nigh unavoidable, was at the time a matter of concern to friends of the

National Archives and a disappointment to some of its staff members. Its beneficiary has been the archival theorist, to whose advantage much light has been shed on the problem of large-scale archival organization.

The trend toward integration has been accompanied by a trend toward establishing uniform procedures that has produced the National Archives *Handbook of Procedures* and those most useful staff information papers dealing with arrangement, description, and other fundamentals. To the best of my knowledge, nothing quite comparable exists in any other country. In fact, the European archivist will marvel at the extent to which administrative minutiae have been made the subject of uniform regulation, willing though he may be to admit that in an organization the size of the National Archives uniform procedures are more necessary than in the smaller national archival agencies of Europe. In this connection, I am reminded of the difference between an American cookbook and a French one. To quote from Raoul de Roussy de Sales' essay on "Love in America":

A French recipe seldom tells you how many ounces of butter to use to make crêpes Suzette, or how many spoonfuls of oil should go into a salad dressing. French cook books are full of esoteric measurements such as a *pinch* of pepper, a *suspicion* of garlic, or a *generous sprinkling* of brandy. There are references to seasoning *to taste*, as if the recipe were merely intended to give a general direction, relying on the experience and innate art of the cook to make the dish turn out right.

American recipes look like doctors' prescriptions. Perfect cooking seems to depend on perfect dosage.

To all intents and purposes, the National Archives *Handbook of Procedures* is the most minute archival cookbook that the profession has seen. To be just, however, there is a difference between cooking for the customers of a Paris *boite* and cooking for a mess hall.

Granted that an archival organization of the size of the National Archives cannot move toward and attain established objectives unless there is a great deal more of regimentation than the archival profession has experienced hitherto, what then is the effect of this novel situation on the men and women who compose the National Archives staff? First and foremost, I should like to state emphatically that I have never encountered a more devoted lot, dedicated with a strong sense of duty and with an incredible enthusiasm to the frequently tedious tasks of a profession that is just beginning to receive recognition. At the beginning led astray rather than assisted by European experience, working out at the grassroots

the techniques and methods applicable to Federal archives and thus enabling their leaders to develop the body of principles and procedures that now governs the National Archives, enduring an unusual number of organizational changes, they may claim a great share in its accomplishments.

But, in spite of that, I am not quite sure that they have been able to derive from their chosen profession the happiness and satisfaction that their European colleagues seem to find in it. This I am at a loss to explain. The general lack of stability of our administrative machinery certainly is a contributing factor. Beyond that and more specifically, could it be that the procedural perfection toward which the National Archives is striving has had an adverse effect on the well-being of the archivist as a member of a profession that calls for scholarly as well as administrative aptitudes? In the midst of timesheets, quarterly reports, forms, and procedures, is the archivist losing his personality? And is he possibly deprived of the spiritual rewards that in other countries go with a frequently tedious job?

This leads to another question: does the professional staff of the National Archives play the role it would seem predestined to play in American scholarship? In 1910, the Public Records Commission of England came to the conclusion that the staff of the Public Records Office "do not hold that position as historical students of proved competence which might be expected." I am afraid that, with certain exceptions, the same would have to be said about the staff of the National Archives, and this in spite of the fact that, when it was recruited, some most distinguished or promising scholars were brought in.

I do not think it is too difficult to explain what seems to me a regrettable situation. There exists in the National Archives a strict barrier between official duties and research work, unknown in other countries where scholarly productivity is valued as professional archival achievement and where possibly part of the working day may be used for this purpose. I hope the time will come when the National Archives will be able to encourage and support a greater number of studies, such as the recent one on the records of the Continental Congress. Even if that is done, we should not overlook the conditions that, in our American civilization, seem to militate against the archivist's participation in scholarly activities. He does not have the leisure time that his European colleague enjoys. The European archivist, underpaid though he is according to our standards, is still able to pay for domestic help; he does not have to care for an automobile, which he cannot afford anyway;

he does not have a house and hence does not have to mow his lawn and weed his garden, to say nothing about washing the dishes, feeding the baby, and doing the laundry; in general, he does not have the domestic chores that cut so deeply into the American archivist's leisure time. Blessings of our civilization!

So far I have been taking what might be termed an isolating view of the National Archives. In reality, it is not just the archival agency of the Federal Government, it is the largest of the many archival agencies of a far-flung country, our professional leader, a laboratory in which archival principles and techniques are being worked out on a large scale. What then is the relationship between the National Archives and other archival agencies in the United States as it has evolved over the last 20 years? There is to be found in most European countries a certain discrepancy in views and working methods between the national archival agency and the lesser agencies in the field, but nothing quite like the one we are confronted with in the United States. The difference, let us say, between the General Archives of the Kingdom in Italy and the State Archives in Venice, between the National Archives of Germany and those of the City of Cologne, is small compared to the enormous gap that separates the National Archives from our State and institutional archives. Once again it is the curse of bigness that characterizes the position of the National Archives; and, though I realize that this situation cannot be changed, I do not know whether enough has been done to remedy its effects.

Is there no way to initiate a healthier and more continuous give-and-take between our National Archives and our State archival agencies? Is there no possibility of encouraging and instituting a more frequent exchange of personnel between them? Shall we abandon all hope of creating paid internships in the National Archives that would enable State personnel and American citizens in general to enjoy the advantages now available at the National Archives to trainees — from Thailand, Pakistan, New Zealand — by virtue of Point Four or other grants in aid? Raising these questions is a far cry from answering them, and I am quite aware that the job of narrowing the gap between the National Archives and the other archival agencies is complex. It should receive our best thought, however, if we are serious about arriving at a common body of principles and practices in archival work, the development of which has been so much retarded. We should not rely exclusively on the Society of American Archivists to achieve that meeting of

minds that is of the essence if we want the archival profession securely established in the United States.

It may seem strange that the National Archives has been willing and able to play a more important role on the international archival scene than the one it has assumed within the United States. And yet, in doing so, it has only acted in harmony with one of the basic elements of our national character.

The readiness on the part of the National Archives to assume international responsibilities clearly reflects this characteristic of our Nation. It was first demonstrated when during World War II the National Archives participated energetically in the work of the Roberts Commission and its predecessor organizations, assembling and furnishing information on archival treasures in enemy and enemy-occupied countries that should receive protection, selecting archives officers to be attached to major military commands, and encouraging and supporting their activities. Hardly had the war come to an end when much thought was given to the creation of a United Nations Archives and to ways and means of providing for the safekeeping of the records of other international bodies. And it was the National Archives again, youngest of the great national archival agencies, that took the initiative in making plans for the formation of the International Council on Archives and bringing these plans to completion, though in some respects our idealistic concepts were watered down as a result of deeply ingrained prejudices. Last but not least, has not the National Archives become the training ground for archivists and would-be archivists of countries that are in the process of building up their archives systems; has it not given generously of the time of its staff to those who now look to the National Archives rather than to the Public Records Office for advice and leadership?

The picture of the evolution of the National Archives during its first 20 years, which I have tried to draw, had to be selective, but it is one that isolates and appraises what to the extramural archivist seem to be significant trends, achievements, and shortcomings. I have tried to formulate my judgments *sine ira et studio*; I have tried to be frank though sympathetic. It is with this same frankness that I would like to draw my final conclusion: in the past 20 years the National Archives has achieved an amazing rise to prominence, one without parallel in the history of archives administration.

Lost and Found

By BOYD C. SHAFER ¹

American Historical Association

FOURTEEN years ago Professor Roy Nichols of the University of Pennsylvania called his essay on the National Archives "Alice in Wonderland."² I do not know where Alice is now but the Archives is still wonderful. I title my paper "Lost and Found," because through the Archives a considerable part of our American past, once lost, has been found. Because of the monumental collections of the Archives we can almost dream of having the "past recaptured," the lost found.

My purpose is not to describe the problems of the individual scholar as he uses the Archives for the preparation of a monograph on a political, diplomatic or military subject. If it were I should have but two things to say: "The Archives has much more material than I thought. How can I plow through it?" I shall, rather, devote my attention to some relationships of the historian to the Archives. You may expect nothing profound. I shall have nothing to say on provenance or record group or *fonds*, or on the philosophy of archival management.

Historians and archivists are close kin. Without the documents which the archivists collect, care for, classify, and make usable, the historian loses essential working materials. Without the documents, history becomes fiction, myth, fantasy, perhaps the poetry which Aristotle believed higher than history—but not history. Without the historian the archivists lose much of their reason for being. Collections of historical documents without historians to use them are no more than museum curiosities. Of course our National Archives exists primarily not for professional historians but for the safeguarding of governmental records as a service to the agencies of the Federal Government. But even here the collections are of

¹ This paper was read at the annual meeting of the Society of American Archivists at Williamsburg, Virginia, September 14, 1954. The author was professor of history at Stout Institute and the University of Arkansas and has served as officer and historian with the Air Force and War Department. Since 1953 he has been executive secretary of the American Historical Association and managing editor of the *American Historical Review*. A specialist in modern European history, he is author of a recent study, *Nationalism; Myth and Reality*.

² *American Archivist*, 3:149-158 (July 1940).

value only when officials and clerks of these agencies become historians and use the documents for pragmatic reasons. Archivists and historians both are interested almost exclusively, then, in the past in so far as their professional lives are concerned. Without the archivist the historian is lost; without the historian the archivist probably would never be found.

Possibly we archivists and historians are related, too, because the public tends to lump us together, to look upon us as a pale and anemic, dry and boring people who have retired to our tiered stacks, decks, and floors, to our dreary studies, to our hard-chaired search rooms and boxes of yellowed papers — people who somehow are not able to do more active and romantic things or to make money. As I was reading recently a late novel about a dashing, handsome diplomat, I came across a section about two female employees of the Archives who gave a party for the “Junior Archivists, Division of Useless Executive Papers.” They wanted the young diplomat to come to their apartment after the party because they thought “all men in the Archives . . . unburied cadavers.” What struck me is that this is probably also the opinion of a good many college students about history professors — those people who are unable to do anything else, are too shy to face the present world, and so escape into the past.

We historians and archivists have the past as our common field. Knowing that past, we must jointly disagree with the observations of both the female archivists of the novel and with the college students. We know that the past still lives, that the present is largely the past on the way to the future. We know that the present, without knowledge of its roots, is thin and meaningless. We know, as Carl Becker told us so well, that when men begin to think they can think only with the facts of the past, that while study of the past does not make a man intelligent, a man cannot be intelligent unless he knows the past. Many of the papers in the National Archives, as in every archival establishment and manuscript depository, are useless or may never be used. Much of the history that we write is never read. Some of us may be dead, though unburied. But we are, by and large, a virile and long-lived people. We have existed a long time. Other men could get along without us only at their peril. If we did not exist they would, in order to live well, have to recreate us. Almost from his beginning *homo sapiens* has had his archives and his history, if only in cave paintings, inscribed rocks, and folk tales. The profession of historian is older than Herodotus

and, as Ernst Posner some years ago told us, the ancient Egyptians had their archives.³

The National Archives began its operations but 20 years ago. Before it could be established there had to be a fundamental change in the American mind about the significance of the American past. American Congressmen, elected by the American people and importuned by historians like J. Franklin Jameson, had themselves to begin to feel the importance of this past for the present and future.

This leads to four generalizations which again reveal the relationship between the archivists and the historians. In origin and development we arise out of the same conditions and states of mind. (1) Before there can be organized archives as well as written history, men must acquire a belief that what they are doing is important, so important that they should leave a record for succeeding generations. This belief occurs in early and primitive societies before the techniques of writing and of preservation of documents permit either organized archives or history that goes much beyond folk lore. (2) Men must somehow come to believe that they can learn from the past, that it is good to possess more than myth and fable about their ancestors, that it is helpful to them in their present to know history as actuality. (3) In the case, more specifically, of archives housing governmental records, governmental officials of any one time must come to think that what they are doing is significant and their successors must feel likewise and desire continuity. In Western civilization this occurred especially at the time of the French Revolution of 1789, when perhaps the first national archives in the modern sense was begun. It occurred in the United States in the decade of the 1930's and, as a result, the historians of the future will have an unequalled opportunity to recover the past of the period of the depression of 1929 and World War II. (4) Before the records can be made fully usable, systems of preserving them and making them accessible must be developed. European archivists learned a good deal about effective methods in the nineteenth century; we are building upon the foundations they created and in some respects we are going beyond them. For the purposes of the historians the documents are becoming more and more available and usable.

There is, however, another obstacle to overcome. Here the archivist and the historian must continue to work in closest cooperation. How, in this "paperacious" age of ours can the archivist

³ "Some Aspects of Archival Development Since the French Revolution," in *American Archivist*, 3:159-172 (July 1940).

and historian, the custodians and interpreters of the past, handle, read, and interpret all the millions of cubic feet of records — the over 25 million cubic feet, or 4,770 miles of records in the National Archives and the Federal Records Centers?

In the four areas of historical relationships I have just outlined the answers are fairly clear and solutions to arising problems are under way. It is to the question I have just asked — how can the historian encompass the vast mass of paper documents — that the rest of this paper is directed. And may I say “directed” without promising or giving an answer? We have documents, almost too many documents. Documents are, in fact, multiplying in almost geometrical progression. They are becoming available at least at an arithmetical rate. How can the historian make use, effective use, of them? How can he avoid being drowned in a sea of paper?

Here at once it must be stated that we historians as yet have not known how to make the fullest possible use of what is available. We have not always been aware of the vast treasures in the National Archives, nor have we known fully how to tap them. The fault may be largely a fault of the historians, but historians are notoriously conservative and we need to have explained again and again just what gold is available and how best we may mine it. May I give several illustrations?

The National Archives contains a wealth of material on European history, especially its diplomatic aspects. Our American historians of Europe could become more fully aware than they are of this rich store of source material. Some of the best reporting on sixteenth-century Europe was done by the Venetian ambassadors. If our American diplomatic representatives were not as astute or observant as the Venetian, they left, nevertheless, an invaluable record. Recently, by way of illustration, one German-American scholar has uncovered in our National Archives an amazing story of Stinnes and von Seeckt in the Germany of 1923 and the Ruhr crisis. Material for more articles like his still awaits the historian.

If I may cite two further instances among many in European history, there are untapped documentary materials in the despatches to the Department of State by Elihu B. Washburne, our minister to France, 1869-77, and in the foreign service post records from the Ottoman Empire and Turkey, 1870-1927. The first constitute a source of importance on the Franco-Prussian War and on political events in the days of the Second Empire and Third Republic. The

second reveal the nature of extraterritoriality in the Ottoman Empire and the Republic of Turkey.⁴

May I turn homeward to the States for another and final example. Several years ago I was the second reader of a master's thesis about what was variously called the "Crazy Snake," "Smoked Meat," or better still, the "Bacon" Rebellion, an Indian difficulty in Oklahoma in 1908-9. I read the thesis and, thinking it based upon too little and too thin source material, I wrote to one authority in the field to ask skeptically whether he thought a satisfactory thesis could be written on the subject. A few weeks ago, still skeptical, I went to the Archives to determine whether the governmental records of the Office of Indian Affairs contained anything. Though my questions addressed to the Archives people were imprecise and uninformed, I obtained within an hour the documents that would have permitted the student to write the full story of that disturbance, the full story, which he did not and could not write from the newspapers and interviews from which he drew his evidence. He did not consult the vital documents because he did not know they existed, and because, though he thought on questioning that they might exist, he did not know that they were in the Archives. We might observe that this shows woeful ignorance and lack of historical ability. We might say that he was not the persistent searcher the good historian should be. But even the competent authority to whom I wrote did not know of the existence of the documents, believing that the disturbance was not a Federal problem but only an affair of Oklahoma.

We historians should be as persistent as the Indian chief who was falsely accused of fomenting the trouble, Eufaula Harjo or Crazy Snake. He wrote the acting Commissioner of the Office of Indian Affairs:

I always say that the Government of the United States has been done wrong to the Indians by creating the State of Oklahoma out of our country without our consent. If you are got tired to see the affairs of the Indians or to take care of the poor Indians. In accordance with the above mentioned treaty [1832], I am perfectly willing that you can take all of the people of your race out of our country and put them in your steamboat and sail, way out in the big water, then, I can not come to you, and beg you for my rights because I have no steamboat to sail in the big water, but if you are still live on this continent, I'll come, and beg you, If its going to be one hundred years from now.⁵

⁴ Memorandum, Carl Lokke and Alexander P. Mavro, National Archives, to Boyd C. Shafer. Sept. 9, 1954.

⁵ Eufaula Harjo to Acting Commissioner Hon. F. H. Abbott, August 25, 1909, in Indian Office files, 28628-1909, Creek file 1921, "Crazy Snake"; National Archives.

I imagine that archivists at times would like to tell persistent historians to get a big boat and sail out in the big water. On the other hand, I think the National Archives could, as the years go by and appropriations permit, further help us historians in our endless task of sifting and reading thousands of cubic feet of records in order to recreate the past. The Archives, I believe, could help us by continuing and developing what it already has begun in the way of guides and research tools.

The Archives is not a library. No card index classified by author, title, and subject is possible. But I should like to suggest the preparation of two aids, a historical guide to the agencies of the United States Government and a historians' guide to the National Archives.

The first suggestion — preparation of a historical guide to the agencies of the United States Government — ought not to present an insurmountable task. Already the *Guide* and the preliminary inventories carry remarkably accurate and succinct summary-descriptions of agencies. I suggest only that these summaries be amplified, that others be prepared (and that the summaries include suggestions concerning the usefulness of the various record groups for historians and other social scientists). An encyclopedic guide of this kind would, incidentally, be invaluable not only to historians but also to the staffs of legislative and executive agencies of the Government. I have worked both on the "Hill" and in an executive agency. Many times, as I have prepared papers on legal and financial questions, I have needed the kind of information that such a historical guide would contain.

The second guide, a historians' guide, might be more difficult to prepare were it not for the fact that a good number of the officials of the National Archives are trained historians, who came to the Archives in the depression of the 1930's and have remained to help guide its course. What I suggest here is something like what Jesse Shera has done for librarians in his fine *Historians, Books, and Libraries*. What I am suggesting might well be called "Historians, Public Documents, and the National Archives." It would tell historians in simple language, and without much reference to technical terms like *fonds*, how to proceed when they wish to do research in the Archives. It might suggest, for instance, that they use the *Guide* and the special lists before they come to Washington, and that they write ahead to indicate to the Archives the nature of their project, thereby permitting archivists time for a preliminary search. It might, further, outline for the historian in general terms the nature of document classification and indicate to him the desirability of precise questions, of knowing the exact agency or agencies which

created or *could have created* the records he wishes to consult, and of determining as closely as he can the dates of the letters or memoranda he wishes to see. Most historians when they come to Washington have but a limited time and the bulk of public papers amazes them. They need, then, all the shortcuts they can find. Perhaps too the historians need to know that there is no real substitute for personal relationships between themselves and the custodian of the relevant and particular records, that no written pamphlet of instructions can take the place of a few good questions addressed to the man who handles the documents day in and day out.

Of course, what I have suggested is no answer to the historian's basic dilemma, how he can sift and read thousands of cubic feet in one limited lifetime. Perhaps the archivists could help further by sorting and discarding more than they already have done. Perhaps, too, other indexes and calendars of general and specific nature could be prepared, though these need not be so comprehensive as that prepared for the records of World War II. Perhaps, finally, there is no completely satisfactory answer for the historian who wishes the full record in these days of the telephone and of memoranda expressing not the actual but the "desired" record.

In proportion as the documents are collected, preserved, and made accessible, the historian will be able to sift, read, and interpret. But with the Archives accomplishing its functions, the historian will probably still need some kind of jet propulsion — even Contouras and Leicas, photostating, microfilming, and microcarding do not give us the time and speed we need. We possibly could, like the professor of a *New Yorker* story, invent some kind of mechanical brain that would sift and read and summarize; but the historian would still have to determine what he wanted to have the machine read and would have to interpret the summaries without the context — a very dangerous procedure.

I see, then, no Utopia ahead for either the archivist or the historian. We shall have to suffer and enjoy together in the foreseeable time. I do know that now we historians and archivists are finding a part of the lost past, and this in itself is no small achievement. We can, after 20 years, to paraphrase Ernst Posner once more, assume that the archivists have become the Nation's experts who are consulted in all questions of public record making and record keeping, and likewise have become the trustees safeguarding the written monuments of the past and present.⁶ As the archivists are the trustees, we historians are the interpreters of the past. We look forward to cooperation so that the lost will be increasingly found.

⁶ *American Archivist*, 3:172 (July 1940).

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Archives of Uganda

By PATRICK T. ENGLISH ¹

Baltimore, Maryland

THE Uganda Protectorate came into being under the British Foreign Office with the declaration by the British Government, dated June 18, 1894, of a protectorate over the kingdom of Buganda, the region immediately northwest of Lake Victoria in east central Africa. This protectorate was gradually extended over neighboring states and tribes, and its administration was transferred to the Colonial Office as of April 1, 1905.

European explorations of the region began in 1862, with the expedition of Speke and Grant from Zanzibar to the hitherto unknown feudal kingdom of Buganda (or Uganda, as Speke's Swahili interpreters called it). In 1875 Henry M. Stanley, in Buganda, decided it was a ripe field for evangelization and sent a letter to the London *Daily Telegraph*, urging the coming of missionaries. From this followed the Christianizing of the native tribes (by both Protestant and Catholic missions), missionary pressure in England which forced the government to declare the protectorate, and the thwarting of German and Belgian plans to annex the region and of Arab plans to establish there a Moslem dominion. The building of the railway from Mombasa to Lake Victoria provided communication between Uganda and Britain's sea empire and led to the establishment, for the safety of the railway, of the British East Africa Protectorate, now Kenya.

By an agreement of 1880, East Africa was divided into British and German spheres. The British sphere was administered by the Imperial British East Africa Company. In Buganda, the Protestants and the Catholics had become political parties, with the former favoring British control and the latter, the "French party," opposing it. After a period of civil war a peace settlement negotiated by an agent of the British company assigned five provinces, including the metropolitan area, to the Protestants, four to the

¹ The author recently retired from the post of archivist and librarian of the Secretariat of the Uganda Protectorate, East Africa. After a long career in the British colonial service, he entered the archival field and completed the course on archives offered at the Public Records Office, London. Subsequently he was assigned to the Uganda Secretariat, where he organized the library and archives.

Catholics, and three to the Mohammedans. The East Africa Company's directors finally, however, decided that the cost of administering the area was too great to be borne, and Uganda was declared a protectorate of the Crown.

The archival series of the central government of Uganda, as preserved in the Secretariat at Entebbe, begin in January of 1893. The Secretariat's building is a one-story agglomeration of rooms built over a basement where the archives are kept. When I arrived as Archivist of the Secretariat in 1951 — the first archivist to be employed in any of the British East African territories — I found that I was also to be librarian and that I was expected to undertake, as a priority job, the organization of the mass of pamphlets, periodicals, and miscellaneous printed matter that had been accumulating year after year in the office. In the basement such material — a good many cubic yards of it — was heaped at random; if anything specific had to be produced, clerks must burrow into the pile in the hope that by chance they would come across the required document. The section that housed most of these documents was infested with termites, which had made heavy inroads in the paper.

I sorted out the mass of unbound printed matter and arranged the items under countries of origin. Of course, by far the greatest number originated in Great Britain. At first I arranged them in convenient bundles under a simple series of numbers. As collections of printed matter were passed over to me from various sections of the Secretariat, however, this series became unwieldy for easy reference. Eventually I arranged the material according to sources, in a primary order under Arabic numerals, from 1 to 51. Nos. 1-6 represented Great Britain; nos. 7-13 were left unassigned for possible expansion of this first section; no. 14 stood for Latin America; 15 for Canada; 16 for the United States; and so on to 50 for Uganda (nonofficial sources) and 51 for Uganda (official sources). The numbers for Great Britain were assigned as follows: 1, Colonial Office; 2, other British government departments; 3, unofficial organizations; 4, book catalogs, descriptive pamphlets, and the like; 5, periodicals; and 6, miscellaneous material.

These primary numbers were further modified by the addition of capital letters to indicate subgroups and series. For example, no. 1 (without a following letter) comprised pamphlets on the civil service and its recruitment; 1K, annual general reports on Uganda; and 1KA, annual reports on other territories (each distinguished by an added lower-case letter); 16 (without following letter), *News-week*; 16A, *Time*; 16C, U. S. State Department pamphlets; 51 BB,

annual reports of the Uganda agricultural department; and 51BT, annual reports of the Uganda public works department. These categories were further subdivided if necessary — chronologically in the case of periodicals — by small Roman numerals in brackets; and in a few cases additional subdivisions were made by lower-case letters. The items within these divisions and subdivisions were tied in bundles for storage on shelves.

In view of the constantly increasing number of documents and the resultant increasing complexity of the pamphlet library, the system by 1953 was in need of further overhaul; this, however, I did not have time to undertake.

The book library, which had been in existence for 30 years, had been overhauled and classified just before my arrival, and I kept the system I found. This system, too, was largely geographical, but by subject rather than by country of origin. The letters A to J were assigned to books on various subjects not specifically regional; L comprised Africa in general; M, North Africa; N, East and Central Africa; and so on. These classes were subdivided; for example, NC, Uganda; and NI, Belgian Congo. Most books had still further classification and bore a four-letter symbol; for example, NDEB, the Masai; and LABD, the vegetation and soils of Africa.

As for archives, I found the files of early correspondence in cupboards which, years before, had been specifically constructed for them but which were currently being used for the storage of stationery also. Correspondence had been put into punch-files at some time in the past. These were obviously not the original files, however; it was clear that the documents when first received had been folded, endorsed with number, correspondent, date, and subject, and stored in bundles.

There were a few odd papers dated before 1893, but in January of that year the regular files of incoming and outgoing letters began. For the first 2 years the files of local correspondence were labeled "Staff and Miscellaneous"; thereafter these two subjects were separated. There were also files, from 1893, of correspondence with the British Consul General at Zanzibar, under whose authority in the foreign service the Commissioner of Uganda functioned; and there were files of correspondence with the Foreign Office, begun when the Commissioner was authorized to correspond directly instead of through the Consul General.

In 1900 the "Staff" series was changed by being broken up by provinces. At that time Uganda had almost twice its present area, extending eastward nearly to the site of Nairobi and including all

that stretch of the Rift Valley that is now in Kenya. Files were therefore maintained for the Nandi and Baringo provinces until 1902, when those provinces were transferred to the East African Protectorate (Kenya); so that records of such matters as the founding of the port of Kisumu are on hand not in Kenya but at Entebbe.

There were also files of correspondence with various organized bodies — the Uganda Railway, the Church Missionary Society, the White Fathers' Mission, and the governmental organizations of German East Africa (now Tanganyika), the Sudan, and India. Correspondence with the Consul General at Zanzibar was gradually superseded by correspondence with the East Africa Protectorate.

In 1906, with the transfer of Uganda's administration from the Foreign Office to the Colonial Office, the former office's system of filing letters in chronological order under general headings was superseded by the latter's system of subject minute-papers kept in numerical order (within which letters were filed) and a card index. Until 1909 a new series of minute-papers was begun each year; after that the numbers ran continuously until 1929. In that year a new numbering system was instituted, in which subjects were divided into categories under capital letters, such as A for personnel, E for education, H for agriculture, and W for finance. Each letter was followed by a file number. Additional minute-papers on subjects related to those of minute-papers already existing were given the existing number with an additional number added after an oblique line. This process was, if it seemed convenient, repeated — resulting in such symbols as R.123/1/1.

In classifying the archives I assigned the letter A to correspondence, B to indexes and registers; C to treaties, agreements, and other basic documents; D to the records of the executive council; E to those of the legislative council; F to those of interterritorial bodies; G to those of the Railway Administration; and H to those of miscellaneous committees and similar bodies. I did not have time before I left Uganda to classify further categories of archives.

Within the above groups I gave a class number to each series or type of documents; for instance, A.1, letters prior to 1893; A.2, Staff and Miscellaneous, letters received; A.3, Staff and Miscellaneous, letters sent; B.1, letter registers; C.1, treaties (three in number, written on printed forms furnished by the Imperial British East Africa Company) made with chiefs southwest of Lake Albert.

For the convenience of students of the archives and to save wear and tear on the original letters, I made a calendar of the documents in classes A.2 and A.3, incoming and outgoing correspondence, for

the years 1893 and 1894, in the hope that eventually the same might be done for all the early correspondence. Among the matters discussed in this correspondence are the withdrawal of forces from the West (Toro and what was then southern Bunyoro) — over the strong protests of the local commander, Major Owen — to within the border of Buganda, and the subsequent reoccupation of these regions; reports of military expeditions to Wadelai (near the Mahdist border) and to the west side of Lake Albert; the attempt of a representative of the Imperial British East Africa Company to reassert the authority of the company in eastern Uganda; the final attempt of the Mohammedans to seize power, which cost them the provinces that had been assigned to them; accusations and counteraccusations of political intrigue by the two missionary societies; the creation of a police force; and the laying out, by the medical officer in command at Fort Kampala, of streets and lots in the insubstantial “Swahili Town” below the fort — which was the birth of the modern metropolis of Uganda, Kampala.

For the convenience of archival students and others I compiled a historical map of the Uganda Protectorate at its greatest extent. The outlines on this map were copied from the one compiled by Macdonald and issued by the War Office in 1901; in many cases, therefore, it shows geographical features not as they are now known to be but as they were thought to be when the country was still imperfectly surveyed and in many parts still unexplored. On this very account, however, I thought the outlines suitable for my purposes, as being in themselves a part of the history of the country. Moreover, a modern map would be no more accurate than Macdonald's in regard to the location of many places that appear on the latter but that no longer exist.

My map was compiled mainly from printed records — the books published by explorers and early administrators and the official correspondence printed by the Foreign Office. Among its annotations it showed the routes of the early explorers; the sites of forts; battlefields of the religious wars and of British western campaigns; and miscellaneous events, noted against the places where they occurred — for instance, the spot from which Speke first saw Lake Victoria, and the camp where the 1898 Sudanese mutiny broke out. Insets showed such details as the allotment of provinces to the religious factions after the Protestant-Catholic war; African empires of the period before the expansion of Europe; the metropolitan area of Buganda (including Kampala, Mengo, and Rubaga) in 1890; the Uganda Protectorate in 1900, with its provinces and dis-

tracts and the dates when some of these were detached; a plan of the township of Jinja in 1904; and a plan of part of the township of Entebbe in 1906.

These then, are the accomplishments of over 2 years' work in Uganda. In themselves they may seem, to an archivist in a well-ordered agency, rather meager. They represent, however, a beginning at a task that has needed doing for over half a century, and I flatter myself that they show that in the modern Englishman the instinct for pioneering has not died out. Perhaps my successors will find that they have more elbow-room to work in because I made a clearing for them.

The Records Section: Space, Location, and Layout

By OLIVE R. SURGEN¹

Pan American Union

THE objective of record maintenance is to receive into custody and to organize and maintain record material so that it will be kept safely from physical hazards, securely against unauthorized access, and conveniently for ready reference use. Records are tools for the purpose of facilitating or limiting some main function. If these tools are not put to use, they are but a needless expense, with the additional disadvantage that they are a constant expense for maintenance whether used or not.

No plan fixing the physical location of records activities can be applied successfully to all organizations.² Whether the activities are to be centralized, decentralized, or partially decentralized will depend upon the functions, size, volume, and character of the work of the organization. There are three basic plans for the organization of records activities. Regardless of the factors involved, all records activities will be organized in accordance with one of these three plans. In planning your activities, the problems involved should be studied, then the plan best suited to your space, location, and requirements should be selected.

CENTRALIZED ACTIVITIES

This plan centralizes all records activities of an organization in one location, establishes responsibility for their efficient operation, and provides one place of reference for all records. All material on one subject is brought together regardless of origin. Such a procedure results in economy of space, filing supplies, equipment, and labor, and may be successfully used in small organizations. This

¹ The author since 1954 has been records management specialist of the Pan American Union. From 1949 to 1951 she was records officer for the Pan American Sanitary Bureau, and during 1950 she installed the records program of the World Health Organization at Geneva and trained its records personnel. In 1951 she became records officer of the Small Business Administration. In 1954 she was a member of the files management survey team of the Hoover Commission's study on paperwork management.

² Olive R. Surgen, *Current Records Management Handbook* (Pan American Sanitary Bureau, 1949).

plan, however, is not recommended for large organizations in which there are considerable distances between the records section and the operating offices. In such cases there is a tendency within operating units to withhold from central files important records for convenience of reference, and this results in incomplete central files. Physical centralization is advisable only when the following conditions exist:

1. The same papers are used frequently by more than one subdivision within the organization; that is, each subdivision must have immediate access to the records of actions taken by other subdivisions on the same transaction or subject.
2. The records section can be so located as to be readily accessible to all operating offices.
3. The volume of records in each office is not sufficient to warrant the waste of labor, cabinets, and floor space that would result if each operating unit maintained separate files.

DECENTRALIZED ACTIVITIES

This plan may be used when it is necessary to locate the records at the point of use. It eliminates duplicate record keeping, and papers can be arranged to meet the special needs of an office. Service is rapid, but more space, equipment, and supplies are required than for a central files. Furthermore, a central point for the receipt and distribution of mail and telegrams will be required in any case. Decentralization is advisable only when the following conditions exist:

1. The work of the subdivision is specialized and complete in itself; that is, the records are used only by that subdivision.
2. Offices are widely separated and inaccessible to a central records location.
3. Sufficient volume of records is present in the subdivision to use personnel, space, equipment and supplies economically.

PARTIALLY DECENTRALIZED ACTIVITIES

This plan establishes decentralized specialized records with a central administrative control coordinating the location, maintenance, service, and disposition of all records of an organization. This plan is operated on the assumption that all matters of general interest will be handled at the top organizational level and that material of this type will be filed and found there.

LOCATION AND LAYOUT

Proper layout is a necessity for the effective performance of work. Good layout assists in accomplishing work efficiently; poor arrange-

ment can seriously retard the work output. Adequate space must be provided and must be properly utilized, for too much or too little space can make for inefficiencies. Too much space means that needless energy is wasted in such things as messenger service and the flow of work through the office. When too little space is provided, the resultant crowded conditions not only interfere with the work output but also encourage employee complaints and are reflected in low morale. The physical layout affects all other factors of efficient management.

The records section should be centrally located in relation to the action offices to be serviced and should be near an elevator or stairway. The flow of work should determine the layout.³ The arrangement of the furniture and equipment within the unit should be such that the work flow is continuously forward.

To obtain maximum results with minimum effort, equipment should be placed to make efficient use of the space and to permit materials to pass over a series of desks in a continuous straight line. Just as the production-line units are placed carefully in a factory layout, so should a records section be provided with proper working space and conditions to obtain the best production. Desks and tables should be placed so that the persons seated at them receive all possible benefit from natural light.

The chief aim in properly locating the records section is to save space as well as records users' time. Proper location will contribute to coordination of related records so that better working relationships between departments, sections, and units with interlocking functions will be developed.

SPACE SELECTION⁴

Selection of space for records sections should be based upon many considerations. Records rooms with irregular walls or with partitions dividing the space required are not suitable for the economical layout of filing equipment. Unpartitioned floor space may be used by forming an operating unit or enclosure with the filing equipment itself, using tall cabinets on three sides and counter-height files on most of the fourth. At either end of the latter, space should be provided to permit access to the enclosure, and any necessary desks should be placed one behind another within the enclosure.

³ George R. Terry, *Office Management & Control* (Richard D. Irwin, Inc., Chicago, 1952).

⁴ On this topic, see Margaret Odell and Earl Strong, *Records Management & Filing Operations* (McGraw-Hill Book Co., New York, 1947).

The factors in space selection are the following:

1. The floor space available.
2. The files to be centralized.
3. The control to be exercised over the files.
4. The departments originating and using the material that goes into the files.
5. The volume of records and the frequency of filing operations.
6. The provision made for expansion — not less than one future year.
7. The number of cabinets in the present records section and the number of cabinets in storage space outside it.
8. The size and kind of cabinets for each planned file, such as letter, legal, check, voucher, and tabulating files, with outside dimensions of each kind of cabinet.
9. Vault or fireproof facilities.
10. The weight of filled cabinets and safes.
11. The number and size of desks, tables, and chairs.
12. The number of devices used in the records section, such as sorting equipment, typewriters, duplicators, and photographic equipment.
13. The bookcases or shelving required.
14. The proximity of freight elevator, dumbwaiter, tube, or other carrier.
15. Quiet surroundings.

The weight of a filled cabinet must be known for the safe location of the records section. The weight given by the manufacturer is for an empty cabinet; to this should be added the weight of the contents (the correspondence, guides, and folders in a four-drawer letter-size cabinet weigh between 300 and 350 pounds). Blueprints or other plans for a records room should be examined to determine if the floor space can physically house the number and weight of cabinets concerned. Failure to consider this may have tragic results such as the buckling or breaking down of floors.

Five-drawer cabinets should be used where rentals are high or floor space is limited. Many offices are changing from four-drawer to five-drawer cabinets to conserve floor space.⁵ After such a change, four cabinets will hold the contents of five and save 20 percent in floor area.

In large records sections, where additional space is costly or unavailable, it may sometimes be necessary to use stacked, superimposed, or interlocking drawers (six or eight drawers high) with ladders. Ample space, however, must be allowed between the ceiling and the top drawer so that the records can be easily filed or

⁵ Remington Rand Co., *How to Save Space in Your Crowded Office* (leaflet LBV465, [1954?]).

removed. Also, space wide enough for aisles to permit the moving of ladders must be left between the rows of cabinets. If such storage methods are used, every precaution must be taken for the safety of personnel.

Counter-height cabinets are often used so that the public, while remaining outside the operating records section, may be served quickly and conveniently over the tops of the cabinets. Counter-height cabinets are also used to separate two operating departments without obstructing the view or ventilation. Four or five-drawer cabinets are used to enclose the records section and also to separate two departments where light and ventilation are not affected by the height of the cabinets. Fire exits must be planned in the layout for large records sections. In long rows of cabinets space must be left after every tenth or twentieth cabinet, to permit cross exits for emergencies. A receiving desk or table should be placed near the entrance of the records section for receiving records to be filed.

The floor layout of the filing cabinets and other equipment should be planned to furnish the best light and ventilation and at the same time to take into consideration the flow of the work and the receipt and dispatch of records. Naturally, the layout must be planned to conform to the plan for the files and to the records section operation. Too often the layout is planned merely to accommodate the file cabinets in the space. Layouts should be made so that the filers can do their work without passing the backs of chairs used by classifiers, thereby annoying them and decreasing their efficiency. Aisles should be as nearly as possible open to the view of the supervisor. An efficient layout of a records section demands careful consideration and precise planning.

The layout of the file cabinets should be from left to right in logical and convenient sequence. When the cabinets are separated by an aisle, keep the sequence on the same side to the end before crossing over. This saves walking and facilitates shifting drawers during expansion. (See illustration no. 1, below.)

The cabinets in the records section should be arranged so as to avoid any traffic interference with clerks working in the files. The arrangements of cabinets in aisle formation, with desks at the end of the aisle, provides a good operating arrangement for control, accuracy, and speed in filing and finding in some offices. To provide good circulation of air and maximum natural light, the cabinets should be arranged with the open end of the aisle toward the windows.

When centralized groups of controlled files are not located in a

separate office, the layout of the cabinets should provide for a shut-off so that only the records clerks have access to the files. In such a layout, the cabinets are arranged in rows, face to face, with an aisle between the desks or railing at each end to form a separator from the rest of the office. The preparation of records for filing is performed in this space. A variation of this plan is to have the cabinets start at the wall and extend out in rows. The square arrangement of files makes it possible for the clerk to work in a space at the center equally distant from all cabinets. Different types of layouts are shown in illustrations nos. 2, 3, and 4.⁶

Although not strictly a detail of layout, the arrangement of the materials in the drawers themselves can make fileroom procedures easier and more efficient. As a general rule, the records of the current fiscal period and of the period just past are kept in the active files. References to the records of the previous period are quite heavy, especially during the first part of the new period. Records for the two periods are kept in separate drawers, with the active or current records in the most accessible position. Inactive records may be placed in the top and bottom drawers of five-drawer cabinets, in the bottom drawers of four-drawer cabinets, or in cabinets next to walls, where access is more difficult.⁷

MODULAR FURNITURE ⁸

In recent years, office furniture of "unitized" or modular construction has been placed on the market. Through the use of a combination of separate furniture units, a more functional workplace can be constructed for any office position. The privacy available with modular units has made them a popular substitute for the more space-consuming private office.

Modular office furniture is supplied in interchangeable units which are formed into L-shaped arrangements. This arrangement, found to be efficient in production shops, leads to the conservation of floor space in the office. Perhaps of even greater advantage is the decrease in unnecessary motions made possible by a proper study of the work performed and the selection of the proper units to fit the work requirement.

⁶ From Odell and Strong, *Records Management*, by permission of the McGraw Hill Book Co., New York, 1947.

⁷ Remington Rand Co., *Effective Housing for Inactive Records* (leaflet LBV488, [1954?]).

⁸ See Globe-Wernicke Co., *Techniplan* (1952-53): Form A-73, Form A-56, Catalogue T-352 and Supplement No. 1, and Office Layout Sheet.

SHELF FILING⁹

This is the record housing method based on the filing of active or inactive records on a series of shelves instead of in drawer equipment such as filing cabinets or transfer cases. It can save up to 50 percent of floor space, is more economical than first quality filing cabinets, and is more accessible. Material is shelved upright in horizontal rows. For this kind of filing, divider-type adjustable shelving is ideal because folders and guides are supported by a series of dividers spaced on 3-inch centers. Shelves are easily adjustable and removable at any time without the need for tools.

SPACE FOR WORK AND PASSAGE¹⁰

File clerks usually stand to the side of a drawer while filing so that space in front is not absolutely necessary. To save space in storage areas where *inactive* material is filed, the aisles need not be wider than one drawer depth, or about 30 inches. This is true even where file cabinets face each other, because two facing cabinets will seldom be open at the same time.

In the case of *active* files, however, if the file cabinets face each other, the minimum space allowance between the two facing cabinets would be twice the drawer length plus 18 inches. Experience has shown that a 3-foot clearance between the two facing open drawers provides still better spacing for normal work and passage.

SUMMARY OF HINTS FOR FILEROOM LAYOUT

1. Allow enough room for working in the files and also for traffic in the area.
2. Arrange the cabinets to form an enclosure if a separate room or suitable partitioning is not provided.
3. Place a cross aisle every 25 feet if the rows of files are long.
4. Do not situate the cabinets so that the drawers must open on a traffic aisle.
5. Place the clerks near the files assigned to them.
6. Arrange desks, chairs, and equipment utilized by clerks so that traffic does not pass directly behind them.

⁹ On this topic, see Remington Rand Co., *How Shelf Filing . . . Saves . . . Cost, Saves . . . Floor Space, Minimizes Filing Errors* (leaflet LBV626, [1954?]); and Alice Beaulier, *For Medical Records—Modern Filing System Cuts Time, Space, Cost, Error*, leaflet reprint from *Hospitals Magazine*, vol. 27 (Feb. 1953).

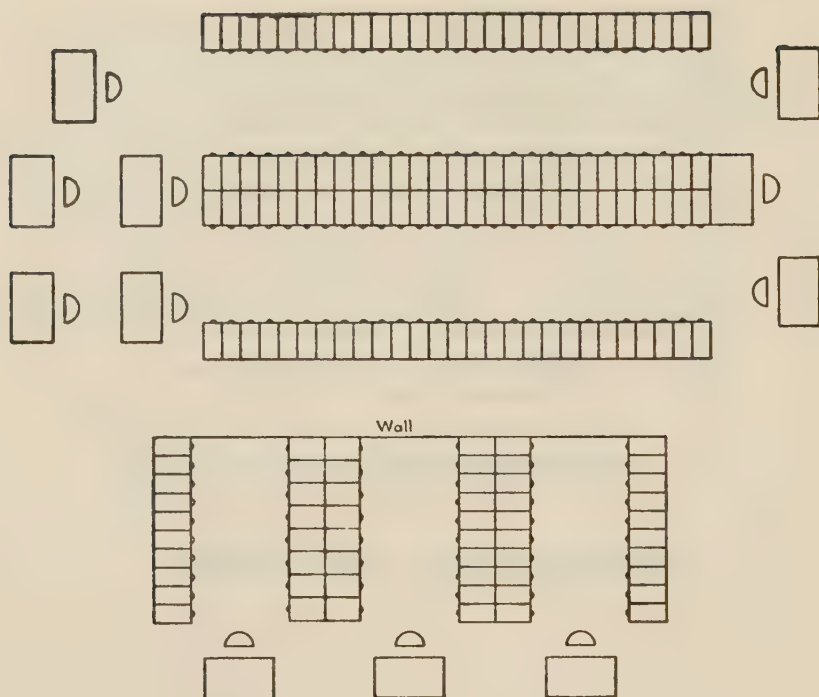
¹⁰ On this topic, see National Stationery and Office Equipment Association, *How to Plan Your Office Layout* (Washington 5, D. C., 1953). Illustration no. 1 of this paper is taken from this pamphlet.

7. Do not permit unauthorized access to files. The use of counters will help control this problem.

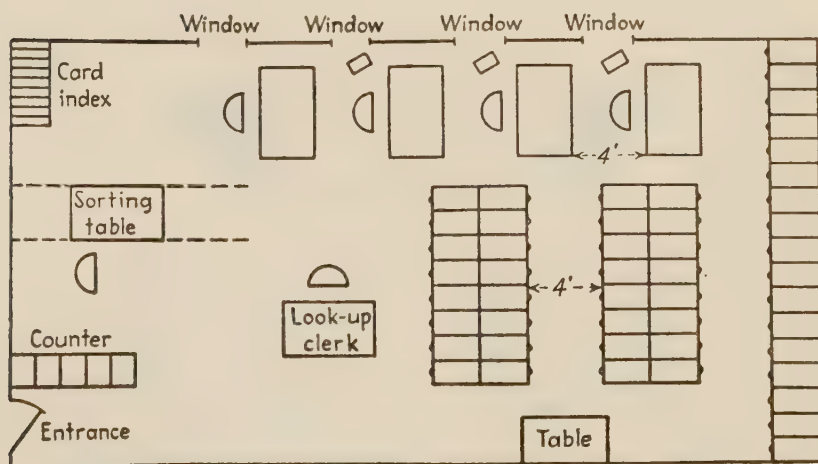
8. Always provide facilities such as desks, tables, and chairs for authorized personnel to use records for reference without taking them out of the records section.

9. Plan your layout with expansion in mind and use space and equipment accordingly.

10. Watch out for those 2-drawer file cabinets. If space in addition to that provided with the desks is needed, four- or five-drawer cabinets should be used to conserve floor space.



3. Layout of File Cabinets for Centralized Files in Open Space



4. Arrangement of File Cabinets and Desks for Maximum Natural Light

Oral History *Can* Be Worthwhile

By VAUGHN DAVIS BORNET¹

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ORAL history is a spoken reminiscence which has been recorded with the aid of a trained interviewer-historian in accordance with recognized ethical and procedural standards and typewritten under his supervision. Without adherence to such standards, this method of question and answer, electrical recording, and transcription is only an ordinary interview; it is *not* oral history and is not worthy of the name.

This discussion will show that evidence obtained from interviews is already being used in the production of scholarly works in economics, sociology, and psychology. Yet it will be seen that the interview method can, in careless or irresponsible hands, produce reminiscences filled with problems for the historian. Because the first book of historical scholarship to be based in part on formal oral history has recently appeared, it will be examined in detail to see how much help the evidence from interviews gave its authors. Finally, in the section of this article headed "Standards for the Manufacture of Reminiscences With a Recording Device," 14 suggestions will be made for the improvement and standardization of oral history techniques and procedures. These standards are offered as a means of making reminiscences more reliable sources for twentieth-century history and biography.

Interviewing of the great, of persons who knew the great, and of those who have participated in great events is at least as old as journalism. Some believe the first published newspaper interview to date from 1859, and interviewing became common practice during the 1860's. Then, as now, the method had its friends and its enemies. The London *Daily News* remarked in 1869, "A portion of the daily newspapers in New York are bringing the profession of journalism into contempt, so far as they can, by a kind of toadyism

¹ This paper was read in part at the annual meeting of the American Association for State and Local History at Madison, Wisconsin, September 9, 1954. The author, director of the welfare research project, Commonwealth Club of California, completes a 2-year study of California social welfare in September. After receiving from Stanford the Ph.D. degree in history, 1951, he was research associate of the Institute of American History at Stanford, 1951-53, specializing in twentieth-century labor history and on Franklin D. Roosevelt. Earlier, after 4 years in the Navy, he was instructor in history at the University of Miami, 1946-48.

or flunkeyism which they call 'interviewing'." And the *New York Nation* added that an interview was "generally the joint product of some humbug of a hack politician and another humbug of a newspaper reporter." Even in 1954 budding reporters were warned to expect the worst by one specialist in mass communications, Stewart Harral, who wrote:

Some of your interviewees may resort to "half-truths." As an interviewer, you must distinguish between lies due to mental conflict, lies of revenge, accidental lies, lies of vanity, lies as defense mechanisms, white lies, lies of loyalty, seeming lies which arise in differences in viewpoint regarding matters, and lies due to a desire to control the situation.²

As early as 1902 a sociologist warned those who were interviewing strangers, "Most persons feel reluctant to tell a lie in so many words, but few have any compunctions in deceiving by manner, and the like, persons toward whom they have no obligation."³ To overcome such hazards, these young journalists are instructed today on techniques of questioning, on conversational leads, and on psychological tricks. "Do's" and "don'ts" are presented in abundance.

One writer distinguishes among 11 types of interviewing questions: rhetorical, leading, unequivocal, polite, peremptory, provocative, sugar-coated, counter-question, camouflaged, tactful, and all-embracing. She urges good listening, giving 4 categories of listening: receptive, composed, thoughtful, and sympathetic. A "comfortable silence" is thought a great asset,⁴ although some psychologists are urging frequent use of an affirmative nod of the head or an almost noncommittal "uh-huh" or grunt as a symbol of close attention and encouragement.

In recent years interviewing has by no means been limited to newspapermen and poll takers. Whole books of scholarly merit have had interviews as their chief source of information. For example, Cayton and Mitchell interviewed about 900 workmen, plant managers, and union officials to write their long account of Negroes and unions.⁵ Sayles and Strauss, staff members of the New York School of Industrial and Labor Relations, interviewed several hundred

² Stewart Harral, *Keys to Successful Interviewing* (University of Oklahoma Press, 1954), pp. 61-62; the newspaper quotations are from p. 198.

³ Charles H. Cooley, *Human Nature and the Social Order*, quoted *ibid.*, p. 62.

⁴ Kathleen Ormsby Larkin, *For Volunteers Who Interview* (Welfare Council of Metropolitan Chicago, [1950?], pp. 17-20.

⁵ Horace R. Cayton and George S. Mitchell, *Black Workers and the New Unions* (Chapel Hill, N. C., 1939). Names of interviewees were withheld to protect them from possible reprisals. Such unorthodox footnotes as "Interview material gathered in 1934" appear.

union members while preparing their grassroots study, *The Local Union*.⁶ They took no notes during their "informal discussions" at meetings or at ball games. They assert that some of their most valuable material was gathered in this way.⁷ And they are among good company in their reliance on memory, for Arthur Krock, dean of the *New York Times* staff, does not take notes either.⁸ Another technique was used by the National Opinion Research Center to gather information from 91 persons as a basis for the fascinating book by F. Emerson Andrews, *Attitudes Toward Giving*.⁹ Interviewers used an elaborate schedule of standardized questions, taking lengthy stenographic notes. Mr. Andrews states, however, "The data are sometimes dubious, based on memory which in several instances changed within the single interview and tintured occasionally with the desire to impress."¹⁰ Mary N. Winslow interviewed only one person, the pioneer friend of women factory workers, Mary Anderson, to produce what amounts to an autobiography of Miss Anderson. Conversations and interviews, stenographically recorded and pieced into a dramatic narrative, seem to have been about the only sources used by this collaborator.¹¹ None of these books seem to fit the definition of oral history presented above. A book which comes, or *seems* to come, far closer is one of far less scholarship than any of these.

We Never Called Him Henry, the opinionated memoirs of muscular Harry Bennett,¹² sprang into print in pocket-book form in 1951 to haunt the research and writing efforts of scholars at Dearborn, Michigan. Bennett's interviewer, Paul Marcus, writes in the foreword to the book, "I spent six weeks with Harry Bennett. I listened to him talk and took exhaustive notes. I prodded and nagged at his memory, and asked countless questions. . . . I have only added some paragraphs of historical background, and these are set in italics so that they may be recognized." Thus the book is almost one long quote from Mr. Bennett, who states among other

⁶ Leonard R. Sayles and George Strauss, *The Local Union; Its Place in the Industrial Plant* (New York, 1953).

⁷ *Ibid.*, pp. 260-261.

⁸ "I don't take notes. Thus far my memory has not failed me, though I hasten to make notes as soon as I am out of sight of the person interviewed. If the interview is by telephone, of course, I do make notes, but necessarily they are sketchy. If statistics are involved, I find some reason to have them repeated, to lodge them more firmly in my memory." Quoted in Harral, *Successful Interviewing*, pp. 129-130.

⁹ (New York, Russell Sage Foundation, 1953).

¹⁰ *Ibid.*, p. 7.

¹¹ *Woman at Work; the Autobiography of Mary Anderson, as Told to Mary N. Winslow* (Minneapolis, University of Minnesota Press, 1951).

¹² "As Told to Paul Marcus" (New York, Fawcett Publications, 1951).

things that it was he who killed the sociology department of the Ford Motor Company:

I felt the whole setup meant a stupid waste of time and money for the company and petty tyranny over the employees. If I had been one of those checked on, I certainly wouldn't have taken it. I criticized the whole thing to Mr. Ford, and he said, "Well, go ahead and stop it." So in 1921 I ended the Sociology setup as it existed, and Dean Marquis [its director] left the company. . . . the change was an easy one to make. This was my first big move in the company.¹³

This is reminiscence, and the eyes of many persons will be on the researchers at Dearborn to see what they do with the colorful tales of Harry Bennett in volume 2 of their new study, *Ford; the Times, the Man, the Company*.¹⁴ How they will long to have what does not seem to exist: a verbatim transcript of the questions and answers in the lengthy Marcus interview of Bennett! One thing is certain. Unless *We Never Called Him Henry* is refuted almost paragraph by paragraph, the Henry Ford of Nevins and Hill's next volume will of necessity be a strikingly different man from the figure portrayed (even though with a latent "mean streak") in volume 1. The book cannot be ignored. In any attempted destruction of the sensational Bennett memoirs, oral-history testimony is bound to play a large role, as the Dearborn group seeks evidence in confirmation or rebuttal. It is to be hoped that, in this case in particular, interviewers will avoid leading and suggestive questions in their anxiety to fill voids in the Ford story.

Is oral history *uniquely* essential to twentieth-century historical writing? Is it helpful in writing picturesque, descriptive, genealogical, or factual prose about the people and events of the last five and a half decades? It cannot rank with an authentic diary, with a contemporary stock report, or with an eyewitness account transcribed on the day of the event. But it is probably to be ranked above contemporary hearsay evidence. Clearly it has some virtues. What does oral history give best: bare facts, sequence of events,

¹³ *Ibid.*, p. 33.

¹⁴ By Allan Nevins, with the collaboration of Frank Ernest Hill (New York, 1954). There is no discussion of the matter in the appropriate chapter, "The Company and the Worker," or elsewhere. The Bennett memoirs are not listed in the bibliography, nor cited in the footnotes. The authors show their feelings toward Bennett, however, in a footnote (p. 563), which refers obliquely to a "malicious statement" which once "appeared in the writings of the ineffable Harry Bennett." Bennett joined Ford's staff after the close of World War I, the point at which this book closes. Yet the sociology department, discussed in the text and mentioned by name, is not listed in the index to *Ford*. The claims of Bennett in this instance, as in others, must be considered by all close observers of the postwar years of Henry Ford.

causality, prime factors, statistics, long-dead emotions and motivations, synthesis, or mature interpretations? Who can say?

Speculation is interesting, but close examination of the one major book that is based extensively on the testimony from oral history may be more fruitful. The Nevins and Hill book on Ford devotes 186 out of its 1,449 footnotes, or 13% of the total, to oral history reminiscences. How much of the approach used in undocumented areas is due to this type of material cannot be determined.¹⁵ Nor can one say with any certainty how much the *now* well-known world significance of the great automobile manufacturer influenced this treatment of his *early* years. It may be important that by very rough count, only about 66 of the 1,449 footnotes cite manuscript letters written by contemporaries, certainly far fewer than those citing oral history.

An analysis of the material in the *Ford* text credited to oral-history reminiscences¹⁶ proved rewarding (although quite subjective, of course) and turned out somewhat as follows: vital facts, 57 footnotes, or 31% of all oral-history material cited; facts, 66, or 35%; opinion, 25, or 13%; descriptive or picturesque material, 23, or 12%; corroborative evidence, 11, or 6%; and genealogical information, 4, or 2%. It appears from this informal survey that oral history contributed 66% *factual material*, while other types of material drawn from oral history totaled only 33%. This result was not anticipated. It had been idly assumed that from oral-history reminiscences would be drawn picturesque, humorous, descriptive, or not particularly important small details. Instead, much of the book's basic narrative, far more than the 13% figure indicates, came from interview material. Many anecdotes, colorful and space consuming, were quoted from reminiscences. Yet less than 40 of the 196 persons interviewed in the oral-history program

¹⁵ Oral history did not guide the authors to many manuscript sources, although in some instances it may perform this service for others. Most oral-history citations in *Ford* are to facts or details rather than single items.

¹⁶ The authors cite oral history as follows: Theodore Mallon, *Reminiscences*. Page numbers are usually omitted. The book reveals that by March 1953 the Oral History Section had conducted 386 interviews with 196 persons and had processed 17,500 pages of transcript. Reminiscences average 90 pages per person, but they vary greatly in length. Page citations would have been helpful additions. (It appears that these averages may have some validity: about 2 interviews per person, 45 pages of transcript per interview. At 250 words to the double-spaced typed page, this is 11,250 words per interview for the interviewee alone. This would be about 63 minutes of talking by the interviewee per interview at, to pick a figure, 181 words per minute. These are only rough estimates.) For an excellent article describing the oral-history technique used at the Ford Motor Company Archives, see Owen W. Bombard, "A New Measure of Things Past," *American Archivist*, 18:123-132 (April 1955).

seem to have contributed significantly to the text of volume 1 of the *Ford* book.

Mr. Nevins is undoubtedly correct in his assertion that the reminiscences often "imparted life and meaning to the skeletal materials furnished by correspondence and account books," especially since so little manuscript correspondence is cited. Oral history, he adds, was "pure gold for the historian."¹⁷ Moreover, "These memoirs, packed with intimately recalled detail, are of inestimable aid to the historian in certain areas of the past where contemporary documentation is sparse or completely lacking."¹⁸ Yet it will be seen that the authors of *Ford* have been careful to label information from oral history as such, most of the time in the text itself.

For example, the exact words of a reminiscence are quoted verbatim fairly often, with such introductory comment in the text as: "said Mrs. Ruddiman in describing the scene as Henry and Clara told her about it" (p. 117); "his sister recalled in 1951" (p. 106); "Henry's sister Margaret states that" (p. 111); "Henry's sister has deflated this account" (p. 105); "Wandersee in his memoir emphasizes" (p. 271, note); and "So Pring states — it is the impression an intelligent workman received of what was happening higher up" (p. 212). Even without verbatim quotations the oral-history evidence is usually labeled as such in the text, thus: "as Barthel says he did" (p. 166); and "Barthel, whose statement accords with other evidence, says . . ." (p. 213).

Such qualifying words in the text, sometimes augmented with similar limiting phrases in the footnotes, make one wonder how confident the authors are of the overall accuracy of evidence from oral history. They seem to have distinct reservations on the assay of this "pure gold" of midcentury memory. On the other hand, they used oral-history testimony to produce dates (e.g., April 1, 1902),¹⁹ and brief verbatim conversations are placed within quotes on the strength of 50-year memory,²⁰ even when the same source is found in "probable" error on a matter of fact only four pages later.²¹ Without having viewed the original evidence, one does not find it possible to evaluate the skill with which Nevins and Hill selected oral testimony, but they seem to have done an acceptable job of working with the immense quantity of evidence before them. Per-

¹⁷ Nevins and Hill, *Ford*, p. viii.

¹⁸ *Ford*, pp. 654-655.

¹⁹ *Ford*, p. 230.

²⁰ A conversation between W. W. Pring and Ford in 1899, *Ford*, p. 180. See also pp. 332 and 389.

²¹ The number of automobiles built by Ford in 1899-1900.

haps they would have done better had they exercised elsewhere their own judgment on one oral-history anecdote, about which they say, "A delightfully picturesque story this, which has been 'corroborated' by one or two other Ford veterans. But through the haze of forty years any man's recollection of past events is untrustworthy." ²²

The *permanence* of the transcript of an oral-history interview places special responsibilities on the craftsmen who evoke these reminiscences for deposit in libraries and archives. It was stated at the outset that *adherence to standards* is the chief virtue the true oral-history reminiscence has over an ordinary interview. *Minimum standards must be formulated, discussed, and accepted without delay.* Fourteen items seem basic. They are urged at this time on those operating oral-history projects and on their staffs of interviewers.

STANDARDS FOR THE MANUFACTURE OF REMINISCENCES WITH A RECORDING DEVICE

The following ethical and procedural standards are suggested for the guidance of organizations and individuals planning to use recording devices on a regular basis for the production of oral-history reminiscences. They are designed (a) to keep the person interviewed from wasting valuable time, (b) to attract further financial support from foundations and other sources of funds, (c) to keep historical researchers of the future from condemning the product of historian-interviewers of today, and (d) to protect the public from receiving misleading or false information about the past.

1. Original tapes or disks need not be preserved, provided that competent stenographers transcribe the texts. If short extracts are being preserved in order that future generations may have samples of the interviewee's voice, they should be made on 33 1/3 r.p.m. disks or with an expensive, high-fidelity tape-recording machine similar to those used by radio stations. (Posterity should not be given a low-frequency, distorted voice, which friends and contemporaries could not recognize without guidance.) ²³

²² P. 369. For what seems to be a recollection strongly influenced by intervening events, see Rockelman's direct quotation of Henry Ford's alleged remark on how his car would promote international neighborliness and prevent strikes and wars. (ca. 1907) p. 332.

²³ If there is doubt about the quality of the tape recorder, a "police line-up" type of test should be run with it, to judge whether or not close friends can pick out one another's voices from groups of six, all reading the same passage. Some tape-recorder

2. Typed transcripts should bear the following identification: name of person interviewed; name, age, and occupation of person interviewing; date and time of each section of the interview; specific place where each interview was conducted; and names of persons editing and typing the manuscript.

3. Interviewers should place at the beginning of the typed manuscript a brief, factual, and preferably chronological survey of important activities and accomplishments of the person interviewed. In the case of very famous persons, one or more citations to sketches of the person's career in standard volumes like *Who's Who in America* or *Current Biography* will be satisfactory.

4. Interviewers should place at the front of each typed transcript a brief statement indicating why the person was contacted originally (i.e., At whose request? As part of an overall project?). This statement should indicate whether the person interviewed was informed beforehand of the portion of his career of major interest to the oral-history project. Early questions in the interview should be: "Will you please state, simply for the guidance of historians in coming generations, what, if any, scrapbooks, newspapers, books, or other materials you consulted to refresh your memory in preparation for this interview?" And, "What persons did you question in order to refresh your memory since consenting to this interview?"

5. At the conclusion of the interviewing sessions, the interviewer may write a page or more describing the manner in which the interview progressed, the attitude of the person being questioned, his evasiveness, forcefulness, friendliness, hesitancies, and so forth, as well as his physical appearance and clothes. (Researchers going

characteristics to be checked for when purchasing are: foot-operated switch; input for radio; accessory cords; microphone extension cord; conference and speech microphones and a microphone mixer for use with groups; space for transporting tapes; dual or single tracking; fast (20-1) forward and reverse speeds; frequency range of over 8000 c.p.s. at 7.5 in. per sec.; portability if desired; full erasability; amplifier wattage; output jacks for headphones and external speakers; earphones for stenographer; "magic eye" or neon lighted volume-level indicator; 7 inch reel capacity; footage consumption per hour at speed desired (7.5, 3.75, or 1.875 in. per sec.); extension arms for using N. A. B. standard reels of 10½ in. dia.; general ease of threading; footage time indicator; and editing key for recording during playback. Tape costs less than \$5.00 for 1,200 ft., and wholesale prices are the realistic going prices. Tape can be erased repeatedly or cut and spliced at will. A tape recorder is a very simple machine to learn to use; 9-year-old children have picked up the skill quickly when around a machine for a few days.

The difficulties experienced by the Opinion Research Corporation in 1949 when conducting 4-minute interviews with gas station attendants are no longer typical, and their conclusion should be noted: "We are enthusiastic about the tape recorder method." Joseph C. Bevis, "Interviewing with Tape Recorders," *Public Opinion Quarterly*, 13:629-634 (Winter 1949-50).

through files in later years will find many names of interviewees about whom they will know nothing at all.)

6. The words of the person interviewed should be typed exactly as spoken, *or* exactly as corrected by him later. Which procedure should be followed may vary from case to case. But the final transcript should tell explicitly which was done and indicate the general extent of the changes made after the interview (*i.e.*, in grammar, a few facts, or in substance).

7. Final typed interviews should include *both* the questions and the answers.

Without the questions an otherwise important interview will lose much of its value to historical researchers of later generations. Persons from several disciplines consulted by the present writer are unanimous on this point.²⁴ Psychologists, following the lead of Carl Rogers and others, differentiate between *directive* and *nondirective* interviews, but the difference, while instructive and pertinent, is too complex to show the full contrast between a "good" and a "bad" oral-history interview.

In a poor interview, one which will result in a transcript presenting maximum difficulty to the researcher, both the questions and the interspersed comments of the interviewer may be editorialized or strongly patterned in nature. The interviewer may often praise or tactfully quarrel with what is said, passing judgment quickly, perhaps at the request of the interviewee. He may show by his attitude either elation or boredom. Even his gestures may betray him. He asks so many detailed questions that the interviewee seldom can take the conversational lead. Subjects interesting to the interviewer take up pages; subjects of deep significance — especially flashes of brilliant synthesis of events — take very few pages. As Stuart A. Rice observed some years ago, ". . . data obtained from an interview are as likely to embody the preconceived ideas of the interviewer as the attitudes of the subject interviewed."²⁵

²⁴ Particularly helpful were Ernest R. Hilgard, Stanford University; Nellie Woodward, executive director, Family and Children's Agency, San Francisco; and Milton G. Holmen, Psychological Corporation of America, New York City. Edgar E. Robinson and Edgar B. Wesley read early drafts of the manuscript to my profit; thoughtful letters from Solon J. Buck and Clifford L. Lord in 1952 sharpened my thinking in this area.

²⁵ Stuart A. Rice, ed., *Methods in Social Science* (University of Chicago Press, 1931), p. 561. On directive vs. nondirective interviewing, see Carl Rogers, *Counseling and Psychotherapy* (Boston, 1942), and "The Non-Directive Method for Social Research," *American Journal of Sociology*, 50:279-283 (1945). Robert K. Merton and Patricia L. Kendall describe a type of interview somewhat akin to that required for Oral History in "The Focused Interview," *ibid.*, 51:545-547 (1946). Still important in the family counseling field is Annette Garrett, *Interviewing; Its Principles and*

The good oral-history interviewer conceals his personal feelings so far as he can. He keeps the interviewee from realizing when he has been trite or obvious. As Arthur Krock has said, "The only [interviewing] 'strategy' I use is not to frighten off the subject by indicating that he has told me something of greater importance than he realizes."²⁶ The competent historian-interviewer avoids leading questions — those suggesting their own answers — and he tries very hard to be a friendly but an almost "faceless" person. Naturally, this is a most difficult type of interview to conduct, requiring great skill, experience, and control of one's emotions. The interviewer must be an actor and a good one. Yet it is precisely this interview, probably with a somewhat patterned but not editorial approach, that will bring to the final oral-history transcript the most satisfying historical reminiscence. A more accurate and reliable job will result when the interviewee knows little more about the life, thoughts, desires, and prejudices of the historian-interviewer *after* the interview than he did before it began. The pattern of his ideas will then be more likely to be his own.

The questions and interjections of the interviewer *must* appear on final typed interviews of real importance. The historian will not be able to discern the full story of the interview without them. Why do certain proper names appear in the manuscript? Why was the subject changed abruptly at one key point? Why was one event or person compared with another quite remote in time and space?

The historian of future decades can only guess at the real characteristics of the interviewee at the time of the interview if he lacks the *whole* record. Did the great man evade questions? Did he make serious errors, in spite of his eminence, and did the interviewer take it on himself to correct these blunders? Whose were certain key words which entered the conversation, words like "pacifist" or "Hoover" in the interview of Norman Thomas at Columbia University, for example. Surely the questions are nearly as valuable as the answers, and we should almost always have them. Still, when an interview is to be printed primarily for entertainment or literary reasons, as has been partially the case in *American Heritage* presentations from Columbia University files, questions may be dropped.

8. Persons to be interrogated should be asked to agree before being interviewed at length (at much effort and expense) that they

Methods (Family Service Association of America, 1942). A pioneer essay on personnel interviewing appears in F. J. Roethlisberger and W. J. Dickson, *Management and the Worker* (Cambridge, Harvard University Press, 1938).

²⁶ Quoted in Harral, *Successful Interviewing*, p. 130.

will not print as memoirs or autobiography — or in any other form for profit — the final transcript or a reasonable facsimile thereof for a period of 5 years. (These persons are not entitled to the services of the interviewer as a free ghost writer.) While interviewees may, in most cases, be given the first carbon copy of the interview, the text itself shall, by signed, formal agreement, become the property of the oral-history organization. Subject to any limitations placed on its use, the original transcript shall be open on an agreed date to all qualified researchers on an equal basis.

9. Persons interviewed should be requested to sign a release granting to all researchers the legal right to quote from their transcript. This agreement should state that the interviewee's intent is that its provisions be binding on his heirs and descendants. Permission should also be granted to photostat, microfilm, or otherwise reproduce part or all of the transcript for purposes of convenient research. Yet in no case should the text or chapter-length extracts be reproduced for profit without the consent of the interviewee or his heirs. (The researcher might well be shown a copy of this provision before being permitted to read the transcript.)

10. The existence of a transcribed interview should be announced immediately on its completion through the "new acquisitions" or "historical notes" sections of one or more of the nationally circulated historical or archival journals. The announcement should give the exact date on which the transcript will be open to use by scholars. The transcript should remain closed to all researchers, usually including the person conducting the interview, until the agreed date. Closed interviews should be closed to all, and not opened periodically at the whim of the interviewee, the interviewer, or some third person. (Yet if an oral-history project should conduct a series of interviews as part of a specific piece of research and writing, the transcripts might be limited to the exclusive use of the research staff members until the completion of the indicated volume or study. After that time, other researchers might be admitted on an equal basis.)

11. Oral-history project directors should make every effort to persuade interviewees to set early dates for the release of the transcript. Closed portions should be typed separately, if possible, in order that nonsecret material may receive early use. (Interviewers will have little incentive to do a good job on a transcript which will be opened only in their dotage or after their death.)

12. Persons conducting oral-history projects should make every legitimate effort to persuade interviewees to augment their great

service to historians by depositing their personal manuscripts in an appropriate library. Eagerness to build local manuscript collections should not blind directors to their obligation, as scholars and archival builders, to steer manuscripts to collections where they will supplement important holdings already on hand.

13. In order to reward interviewers for their efforts in preparing a thorough interview, authors should footnote from typed oral-history transcripts as follows: Interview of John Smithfield by Edgar A. Columbus, Louisville, Kentucky, August 12, 1952 (Ford Archives), p. 76. (The interviewer who prepares carefully and interviews faithfully is something of an author himself, and deserves credit for a job well done.) As the term gains in stature among historians, citations of standardized interviews may begin: Oral History Interview of. In such citations neither italics nor quotation marks should be used, for these are manuscripts, not books or articles.

14. The directors of oral-history projects have an obligation to train staff members in interviewing techniques and in historical background material before permitting them to interview persons of great stature in the making of twentieth-century history. (Few men and women will want to submit to more than one series of oral-history interviews. A poor job can neither be rewritten nor repeated. This places a heavy obligation on those systematically interviewing former legislators, judges, or statesmen.) Graduate schools may eventually wish to give seminar credit for the total interview process, involving as it will: (1) background preparation, (2) training in interview techniques, (3) writing a biographical sketch and a descriptive essay, and (4) editing and supervising the typing of the final typescript.

American historians owe a great debt to the pioneers who faced and surmounted the financial and technical problems of creating oral history. They have put thousands of hours and many thousands of dollars of foundation and private money into their task. Their young industry has been a going concern in several oral-history projects and at least three States,²⁷ and it may spread, as finances permit, to some State and even county historical societies, where it may prove to be a process of great merit in the discovery of unwritten State and local history. For the historical societies these ver-

²⁷ The oral-history projects at Columbia University and the Ford Archives, Dearborn, Michigan, have been the most elaborate and best financed. Some interviewing with recorders has been done at the Wisconsin State Historical Society and elsewhere. Interviews by the oral-history section of the Ford Archives are bound and indexed, contain photographs of the persons interviewed, and are edited to arrange the individual narrative in chronological order of events.

batim reminiscences may help fill the void created by the passing of the habit of keeping diaries, and by the inhibiting effect of the long-distance telephone on personal correspondence.

Some years ago many a young industry came to agree on basic standards for its chief product. We are fortunate to have standard gages for railroads, standard typewriter keyboards, standard reinforcing steel bars, and, since 1941, standard screw threads in England and America.²⁸ Oral-history reminiscence manufacturing has now reached the point where it, too, should standardize. Oral-history transcripts should all have certain minimum characteristics. Uniformity in the mechanics of their preparation and transcription, as well as in their availability, is vital.

From the foregoing, certain conclusions seem warranted:

1. The interview method of obtaining facts for scholarly volumes is neither new nor revolutionary.
2. Interviewing can produce unreliable evidence, however, if it is conducted without careful observance of ethical and procedural standards.
3. Oral history has already contributed significantly to one documented volume on the life and times of a major figure of the twentieth century.
4. Minimum standards for oral-history interviewing can be formulated. If widely applied, they could raise oral-history interviews in stature as historical sources.
5. The 14 points of the "Standards for the Manufacture of Reminiscences With a Recording Device" contain minimum suggestions which should be adopted at once by present and future oral-history projects, by their interviewers, and, where applicable, by their future interviewees.
6. Oral-history reminiscences *can* be worthwhile, but only if they are prepared with educated care and used with scholarly caution.

A handful of the members of the historical and archival professions are convinced of the value of oral history. If the remainder — the doubters — are to be won over, the reminiscence-manufacturing industry must set and maintain high and uniform standards for its final product. That product is *not* the book that the oral-history promoter may have in mind when interviews are conducted.

The true oral-history product is the final typed memoir, the faithfully produced and standardized reminiscence, deposited in the archives for later generations.

²⁸ Microfilm publication of doctoral dissertations in this country, now being done in a uniform manner for over 50 graduate schools, promises as a byproduct to bring with it eventual standardization on some phases of form and footnoting. See the present writer's "Microfilm Publication of Doctoral Dissertations," American Association of University Professors, *Bulletin*, 39 (Autumn 1953), and "Doctoral Dissertations and the Stream of Scholarship," *College and University*, 28 (October 1952).

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Recent Developments in Municipal Records

By RICHARD RUDDELL¹

Ford Motor Company Archives

DE TOCQUEVILLE was not attempting to prophesy when he wrote his *Democracy in America* more than a century ago. He was an acute observer of conditions at that time:

The public administration is, so to speak, oral and traditional. But little is committed to writing, and that little is soon wafted away forever like the leaves of the Sibyl, by the smallest breeze. . .

I am convinced that in fifty years it will be more difficult to collect authentic documents concerning the social condition of the Americans at the present day than it is to find remains of the administration of France during the Middle Ages. . .

The instability of administration has penetrated into the habits of the people; it even appears to suit the general taste, and no one cares for what occurred before his time: no methodical system is pursued, no archives are formed and no documents are brought together when it would be very easy to do so. Where they exist, little store is set upon them. . .

Unfortunately those conditions have not yet vanished altogether. Though our local governments are no longer oral and traditional, it is still generally true that "no methodical system is pursued, no archives are formed and no documents are brought together."

There are, however, exceptions; and it is principally those exceptions that I intend to consider here.

The history of the investigation into municipal records by the Society of American Archivists is not long. The first committee for that purpose was appointed in 1941, and its work eventually resulted in the compilation of a pamphlet on public records that was published by the Public Administration Service in 1949.² Other than this pamphlet, which in reality is a general manual for the

¹ The author, after service as a United States naval officer during World War II, received a graduate degree from the University of Michigan and is now supervisor of the records section of the Ford Motor Company Archives. In 1953-54 he was chairman of the Society of American Archivists' Committee on Municipal Records. This paper, read at the annual meeting of the Society at Williamsburg, Virginia, September 14, 1954, serves also as his Committee's report.

² *Public Records Management*, PAS Publication No. 103.

guidance of local records officers, the committee issued no literature.

This is not to say that the field of municipal records did not warrant study by the Society nor that the people engaged in surveying the subject lacked skill and energy. Rather it is probably an indication that Society members have an overriding interest in other fields and that cities themselves lack consciousness of their records problems.

The reasons why that picture is now changing are worth a brief appraisal. Probably the tremendous interest in what has come to be called records administration is the largest single contributing factor. Where formerly the Federal Government, certain States, some large historical societies, and isolated local organizations were interested in archival economy, the field has now been broadened by the principles advanced by records administration to include business records. I believe it is no coincidence that, with business and industry providing the stimulus, methods of records administration have undergone a tremendous change. This could not help but be noticed by municipal officials, who are invariably brought face to face with business techniques in the operation of their daily routines. Intelligent and efficient records management would appear to be a natural result of this activity.

It can only be a natural result, however, when one can contemplate the whole picture. In almost every instance, the records of a city are in the care of its separate departments. Often these departments forward their noncurrent files to the city clerk or secretary for retention, but often too the files are stored at their point of origin. The potential here for trouble is evident.

In the former instance, the clerk becomes caretaker of a heterogeneous collection that seldom has any standardized forms, controls, or content. He is faced with the dilemma of storing ledgers, boxes, cabinets, bundles, rolls, and just plain scrap, covering the subjects of land, finance, personnel, and so on — the departmental operations, in short, of the whole diverse function of city government. Worse, he is seldom permitted to act independently on storing and servicing these files. That authority remains at the point of origin.

When the records are kept by the several departments, the picture worsens. We have most of the aforementioned evils plus some new ones. Lack of communication between the various branches and divisions of government generally precludes effective interchange of information and techniques. Retention of records is subject to the whimsey of the current head of the department or to some archaic

law just as whimsical. The task of anyone seeking information that cuts across departmental lines is almost hopeless.

In either case certain problems are present in varying degree: gross waste of storage facilities and equipment; an inestimable loss of important information and historical documents; a steadily declining rate of efficient servicing of the records; frequently a duplication of facilities or manpower; in general, a sorry mess.

This is not to say that nothing has been done. Quite the contrary. In practically every instance studied by the Society of American Archivists' Committee on Municipal Records, *some* efforts are being made to alleviate the distress. These efforts, however, are frequently uncoordinated spontaneous remedies, which at best serve only to palliate and do not heal the basic ills.

The technological explosion touched off by the typewriter is now in the electronic stage. It is almost absurd to expect any one department head to be an expert in his own field and at the same time keep pace with the striding developments in records control. New machines, new techniques, new philosophies have advanced at a dizzying pace in the past 20 years. In desperation the person responsible for the management of a city's records tries a gimmick here or a gadget there. He is prime prey for the glib salesmen of forms, of office equipment and machines, and even lately of the packaged records program.

I want to be clearly understood, at this point, before going further. I contend that records administration is a profession, demanding highly developed skills and techniques. Further, the industry providing the physical adjuncts of a records program (office equipment, paper forms, duplication services) is legitimate and necessary and frequently leads the field in pioneering new methods and materials. It is obvious that the tremendous mechanical improvements in office equipment and machines that have so streamlined clerical routines has resulted in the flood of paper by which local governments are now inundated. Furthermore, that flood has resulted in the recent developments in the field of records administration. There can be no logical progress in records work, consequently, without the cooperation of the industries supplying this equipment.

Most cities, however, are now faced with the necessity of adapting an *integrated* records program to their *specific* needs. For this, no pat routine or packaged deal will suffice.

Municipal records, like most others, fall into four major categories. First are the records considered necessary in current operations; second, the many retained according to legal statutes or

financial practice; third, the highly indeterminate number that are of historical interest and that, because of the highly specialized skills required to analyze their value, are frequently neglected by city officials; and, fourth and greatest in bulk, those records no longer of any conceivable value, which no one has yet had the guts or good sense to destroy. It is in this last category that the most spectacular progress can be made by anyone wanting to give a hasty and impressive showing in revamping the records management program of any particular city. With already existing retention manuals, copies of applicable public acts relating to the local records, a modicum of common sense, and political discretion, this fourth type of records can be made to justify any intelligently integrated records program. It is here that one encounters the startling savings in salvaged office equipment, office space, and personnel.

Unfortunately, however, too many programs stop at this point, considering that efforts have been well rewarded by a thorough and profitable housecleaning.

Although the destruction of useless records is vital and on the whole most necessary, it must not be allowed to obscure the other three areas of the problem. There remain the current records, the historical records, and the inactive or noncurrent records, each requiring special and different consideration yet each to be dovetailed into a uniformly balanced and efficiently functioning program. There must be a systematic and continuing flow of records from the originating office into low-cost storage and finally to the waste-paper dealer. The historical and permanently valuable documents, of course, would receive attention at some point in this flow. This attention, ideally, would be given by a qualified archivist and a city-administered archives. Though this concept presupposes a city of size and wealth, smaller municipalities could certainly apply it to their records center or their public library.

Briefly, the complete city-administered records management program would involve several or all of the following components in varying combinations. First of all a survey should be made of the existing records and the methods of their creation. On the basis of this survey approximately 50 percent of the accumulation of records in most cities could be destroyed. Another 25 percent would be considered current and would remain in the office of origin. The final 25 percent would come under the heading of inactive or historical records and should be provided with low-cost storage and efficient finding aids for prompt servicing. Standardization would be desirable for all equipment involved, although initially there would

probably be a surplus of filing equipment due to the destruction of obsolete records. Sources and procedures should be streamlined, and a firm control should be exercised over them and over the creation of records. The quality and design of forms should be standardized. The abandoning of storage facilities in high-cost areas would call for the creation of separate records centers; these in themselves often provide startling savings in space and cost and usually afford a measurable increase in fire protection and reference service. The entire program can be administered by the city with its present employees, with recruited manpower having the necessary competence, or with the service of records management consultants. All three have been used in the past with success.

As with any other onerous task, such a wholesale housecleaning of a city's records requires a strong stimulus. First of all there must exist a knowledge of the problem, with the required energy and competence to bring it to the consciousness of the officials in authority; second, the program must receive the wholehearted cooperation of those officials.

All these factors make one conclusion plain: the records of a city present a complex picture, which does not lend itself readily to hasty analysis. The Committee on Municipal Records was faced with the fact that there is practically nowhere to turn for statistics relating to this problem. I considered the idea of a questionnaire addressed to the municipalities to be premature, but it was nevertheless necessary as a jumping-off point.

During the past year 108 cities with populations in excess of 100,000 were queried with regard to their records progress. Over 85 percent responded in greater or less detail. Simultaneously the legal aspects of the local records problem were investigated through correspondence with the attorney general of each State. Individuals prominent in the field of public records were asked for their experiences and opinions. Two leading records management consultants have cooperated wholeheartedly. Finally, an effort has been made to encourage cooperation between the professional municipal organizations, many of whom already have committees working on the problem, and the Society of American Archivists, which is of course interested in the areas of education and promotion. Many cities and local governmental units have been investigated personally and several are represented on the committee by their records supervisors.

A detailed breakdown of all findings to date would be superfluous here even if time and interest warranted. There are, however, cer-

tain examples of developments that have been observed, which I feel to be of general interest.

It has not been at all unusual, when the committee has queried a city about its records program, to receive an answer to the general effect that there is no program, no records officer, and no problem. This is not, however, the rule. Most cities are well aware of what they are up against and are making sincere although sometimes misguided efforts to correct the situation. On the bright side of the picture is the definite progress being made in many localities. Most of you are familiar with the remarkable work done by Philadelphia and New York City in their records programs. Several articles have already been published in the *American Archivist* about these programs, but certain conclusions and recent developments are pertinent here.

It is significant, I believe, that both cities are very large and operate under a form of home rule in States that otherwise maintain control over local records. Thus it is possible for both to pursue their own records course without considering State legislation on the subject. (I am excluding here of course those local records that are obviously State-controlled due to overriding legislation; that is, certain court records.) Both cities became sufficiently aware of their mounting problems to give an unusual amount of authority to their study commissions and records officers. Both have received tremendous benefits in economies of space and expenditure, increased efficiency in their operations, and increased services to their various participating departments and to the public.

The beginnings and progress, to 1953, of the records management program in New York City have been sketched by Jason Horn in the *American Archivist*.³ By now 45 city agencies have been brought into the system through the training course to which each department sends its selected records officer. During this course, methods are devised whereby each participating agency is made an integral part of the overall plan. This overall program in New York thus far includes: preliminary inventorying and appraisal of records; records retention schedules; records disposition, including transfers to the records center and destruction of useless papers; the determination of requirements for space and filing equipment, including control of such equipment and transfer of any surplus; and the use of the facilities and reference services of the records center.⁴

³ 16:311-320 (Oct. 1953).

⁴ *Records Management Program of the City of New York* (Bureau of the Budget [New York City], Division of Analysis, Dec. 1954).

There are still a number of items remaining for future consideration by New York. A forms-control program has yet to be inaugurated, provision of microfilming facilities in the records center is being considered pending a study on the justification of microfilming, a study of filing systems currently used is contemplated, and the preservation and protection of vital records will be accelerated. This last project was inaugurated in August 1943 by an appropriation of over half a million dollars for the reproduction of land records. The film will be stored in the records center and the original volumes outside the target area.

It is interesting to note that the entire system calls for voluntary cooperation under the administrative guidance of the director of the budget, the controller, and the Municipal Archives Committee. The Archives and Records Center itself is a branch of the public library system, and its personnel are classified librarians. The only legal basis for operations is the City Administrative Code, which calls for review of the records retention schedules by the parties most concerned.

Philadelphia owes its outstanding records program to the early efforts and preliminary surveys and recommendations of the Pennsylvania Economy League dating back to 1950.⁵ On January 7, 1952, Philadelphia's home-rule charter, providing for the establishment of a Department of Records, became operative. Philadelphia is the only major city giving its records administration full departmental status on an equal basis with other major municipal departments.

Within the Department of Records and operating under the commissioner of records are the deputy commissioner in charge of the deeds division, and the deputy commissioner in charge of the Archives and Records Division. The Archives and Records Division is further divided into the archives and records storage center under the Archivist, and the forms and records control section.

The functions of the Department of Records may be divided into two broad categories; those prescribed by the Philadelphia city charter and those prescribed by State legislation. The deeds division operates in accordance with State legislation and its chief function is the recording of deeds, mortgages, and other land-title instruments. Under the Archives and Records Division fall the charter-governed functions. These include the preparation of standards and specifications relating to all municipal records, which insures

⁵ Thomas Amelia, "Philadelphia Records and a Program for Administration," in *American Archivist*, 14:47-57 (Jan. 1951).

control over forms, filing systems, and records management, including the retention or disposition of records and archival preservation. The Archives, rare in itself among municipalities, evaluates, collects, classifies, and services those records of permanent historical, administrative, legal, or cultural value.

The expenditures of the department are large, totaling \$526,808.18 in 1953. Material savings, however, have been effected through disposal of waste paper and transfers to the records center. During the years 1952 and 1953, \$103,342.78 was realized by the city through the sale of scrap paper, floor space released for further use, and the salvage of filing equipment. The value of increased service and streamlined operations cannot be estimated.

Microfilming of deeds is used extensively; it is expected that by the end of 1954 some 750,000 deeds will have been recorded, representing 3,000,000 pages. Negative film copies are being kept in remote and safe storage and positive copies are retained for current use. The use of microfilm for the preservation of vital records is being explored in various pilot projects.⁶

San Francisco has recently inaugurated a complete records administration program. This action has been taken in accordance with surveys, pilot projects, and the recommendations of a professional records consultant. It is probably the only case in the country in which an integrated program covers the records of both city and county. The initial survey and the installation were made in 1951. The resulting program is complete in that it deals with forms control, filing control, and records control. A records center has been built in the past year for the storage and servicing of inactive files. The ordinance establishing this system might well serve as a model for use by other cities. It is explicit in establishing the lines of authority, defining procedures, and outlining the general areas of responsibility.

Although it is still too soon to draw any factual conclusions as to efficiency of operation and resulting economy, we can reasonably assume that the situation is greatly improved. Some fear may exist that future operations might be hampered by a program that is spelled out too explicitly, with a possible lack of flexibility to cope with changing methodology and demands.

Several other cities, for example Los Angeles and Tacoma, have made tentative efforts to control their records problems through the employment of office-systems consultants. This, so far as we have been able to determine, has resulted in more efficient filing pro-

⁶ Department of Records, City of Philadelphia, *Annual Report*, 1953.

cedures and office routines, but in no case has it provided for a complete across-the-board records management program.

Microfilm is being increasingly utilized by cities to reduce the bulk of their records. The virtues and shortcomings of microfilm are not properly a topic for discussion here. I have noted the judicious use of microfilm by the cities of New York and Philadelphia, and in the same category I might place the microfilming project currently in progress in Houston.

The Houston tax division of the treasury department is microfilming its old tax rolls in approximately 10,000,000 images. The police department is converting all its old permanent records to microfilm, including arrest cards, identification cards, and offense reports. Adequate finding aids are being provided for these filmed records. A drawback here is that the originals are being destroyed and only one negative film image is retained, with resultant lack of security in the event of a catastrophe and danger of attrition through time and use.

There does seem to be, however, a tendency on the part of many department heads to consider microfilm as an end in itself to their records problems. It is increasingly evident that many local units are microfilming their records wholesale, without sufficient planning or integration.

The cost of microfilm, like the cost of a complete records program, is subject to infinite variations. It would be extremely unwise to attempt to set up a standard or rule-of-thumb cost of microfilming records. It is equally true that the phenomenal savings of scientific records management are often worth a second look. At times salesmanship tends to run away from the facts. Actually the value of both operations is manifest without citation of phony or inflated figures.

Current records control presents relatively few genuine problems; that is, of course, assuming that a records program has been given the green light and is enjoying the cooperation of the city administration. Manuals of procedures and form design have been plagiarized for so many years that they are now in the public domain. These, plus sound business-office methods and an occasional nod to political expediency, have worked wonders already in several cities.

The Department of Utter Confusion takes over when the program faces up to the inactive and obsolete records. The question here is what can or cannot be destroyed, what should or should not be retained. Probably the most important element in this confusion is the role of the State in the administration of municipal records.

The question basically is: Who owns the public records of a municipality, the State or the local unit? This question, while generally unanswered, is important because it will determine who is to establish authorizing legislation for municipal records management. State legislation would insure a uniformity of records programs within the State. We might even be led to hope and work for interstate cooperation for uniform legislation on records management.

This wish is not idly voiced. In a recent survey conducted by the Committee on Municipal Records among the attorneys general of the 48 States, only 12 of the 35 respondents could give a definite answer; and of these, 5 reported that ownership lay with the State and 7 with the local unit. Fifteen others were less certain; 5 believed ownership lay with the State, 10 with the local unit. Seven replies were inadequate or irrelevant, and one man frankly said he did not know. There is obviously a definite lack of uniformity in State legislation regarding the administration of public records. This is not to say that interstate uniformity is essential, but it does indicate one reason for the delay in a general movement toward modern municipal records management programs. It also points up the reason for the often dissimilar methods adopted by various municipalities in seeking relief from their records problems. There is room here, I believe, for some pioneer efforts to secure uniform legislation on this subject.

As a result of the generally inadequate legislation throughout the national scene, it is frequently impossible to operate vigorous records management programs. We find municipal governments turning to State Archivists, State departments of administration, historical commissions, and historical societies, either as directed by statute or in desperation. Other problems are linked with the primary one of inadequate legislation. They might be listed briefly as lack of centralized control of records creation and records management, inadequate records storage facilities, outdated records retention schedules, that tend to maintain records far longer than their useful life, and uncontrolled microfilming.

Increasingly, local governments are turning to professional records consultants for advice. As an example of this trend I might cite the following recent or pending surveys and projects: Montgomery County, Md., the State of Maryland, the Commonwealth of Virginia, the city of New York, the city and county of San Francisco, the cities of Providence, R. I., Milwaukee, Wis., and Detroit, Mich., Wayne County, Mich., the State of Michigan, and the State of Rhode Island. This is only a sampling, but it indicates the magni-

tude of the operations of records consultants. Although they do not, in most instances, go beyond a survey or pilot installation, this is frequently enough to stimulate the local or State government to inaugurate a complete records program of its own.

In one of the more recent of these surveys, conducted in a large middle western county, the records consultant plans, over a period of 39 weeks, to inventory the records, dispose of the obsolete files, set up retention schedules and manuals of procedure, and train city employees — for a fee of \$37,500. Though this appears on the surface to be large, the savings during the first year should amount to at least that sum.

Not all cities, however, consider it necessary to go beyond their own boundaries for records experts. An example here would be the city of San Jose, Calif., which at the present time is engaged in what might be called a self-help program. It is setting up and administering office methods, forms control, files control and records control programs, all in accordance with self-determined retention and disposal schedules and procedures manuals.⁷ The city authorities feel that many cities of comparable size and smaller will ultimately do the same thing, because of difficulty in obtaining a records center and the cost of hiring outside experts. With this particular example in mind I hesitate to say that there is a definite trend toward the employment of professional records experts as contractual consultants to the cities.

I believe there is, in the entire field of municipal records, an awakening interest on the part of the municipalities themselves. It is gratifying to note the efforts put forth by such organizations as the International City Managers Association, the American Municipal Association, the Municipal Finance Officers Association, and the National Institute of Municipal Clerks. All four of these organizations were represented at the 1954 annual meeting of the Society of American Archivists, and all have expressed an interest in active cooperation with the Society. Through their research facilities and subsequent publications they are doing much to educate those at the operational level in the minimum necessary techniques and procedures of records management. As evidence of their interest and cooperation, they are working at the present time with the Society of American Archivists' Committee on Municipal Records in surveying the problem and proposing standards and guides for the use of the local records officer.

⁷ International City Managers Association, *Municipal Records Management and Control*. Management Information Service, Report No. 114, July 1953.

I believe that this state of ferment in the field of municipal records is significant. If we are to push a dynamic program of education throughout the entire records complex then we cannot afford to ignore the fact that the time is ripe for positive and vigorous action in this particular area — and I think we'll get it.

SAA ANNUAL MEETING

October 10-11, 1955

As announced in the April issue of this year (p. 187), the Andrew Jackson Hotel will be headquarters for the annual meeting of the Society of American Archivists at Nashville this fall. On Sunday, October 9th at 7 p.m., dinner meetings of the committees of the Society will be held, to be arranged by the respective committee chairman. All meetings of the Society will be held at the hotel except as noted below.

On the morning of October 10th a paper on the protection of documents by lamination will be read by W. K. Wilson, chemist in the Paper Section of the National Bureau of Standards; this will be discussed by other experts in the field of preservation. At the luncheon meeting Robert Shiff of the National Records Management Council will speak on the Archivist's role in records management. In the afternoon, at a session in the new Tennessee State Library and Archives Building, Dan M. Robison will talk on the State archives, and thereafter members and their guests will tour the building. The annual dinner of the Society will be held in the evening, with Morris L. Radoff delivering his presidential address. This will be followed by the business meeting.

The morning session of October 11 will be devoted to the defense of archives against human foes. Robert H. Land of the Manuscripts Division of the Library of Congress will read a paper on this subject, and the paper will be discussed by other authorities. At the luncheon following, Theodore R. Schellenberg of the National Archives will discuss applying American archival experience abroad. The afternoon will be devoted to sightseeing planned by the Local Arrangements Committee.

Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

Statsradets Forhandlinger, 1848-1863, Volume 1, Jan. 24-Nov. 15, 1848, compiled by Harold Jørgensen. (København, I Kommission Hos Ejnar Munksgaards Forlag, 1954. Pp. xii, 606.)

This volume contains the earliest recorded proceedings of Danish State Councils during the period when Denmark, with the consent and aid of its ruler, became a limited monarchy. Council members, occasionally including the King, were faced with such problems as drafting a constitution, calling a convention to complete that work, suppressing a revolt in Schleswig-Holstein, and recognizing the emancipation of slaves in the Danish West Indian islands, to which revolution and destruction had also extended. The series will eventually cover all council meetings held during the reign of Frederik VII, or through October 19, 1863.

Issued as a result of a 1948 royal resolution, this volume was edited by Harold Jørgensen of the Danish Rigsarkiv, under the sponsorship of Andreas Møller, secretary of the State Council, 1938-52, and Axel Linvald, Rigsarkivar since 1934. In the preface these sponsors express the desire to have "a text that will satisfy modern scientific demands." They also state that little commentary has been included because the average reader would find it unnecessary and "scientific" readers would consider it incomplete, and furthermore, notes would delay publication and might become obsolete. Indexed by names, subjects, and officials (with an alphabetical and page listing of their speeches), the book affords ready access to any desired passage. Dr. Jørgensen's introduction explains general editorial decisions in regard to preparing the material for publication. The work was evidently carefully planned and consistently executed. The Danish Rigsarkiv and all connected with the publication should be congratulated on the content and appearance of this volume that relates to crucial months in Danish history.

The two Danish archivists who sponsored the work have had extensive foreign study and are members of numerous organizations. Their historical writings, editorial work, and contributions to periodicals published both at home and abroad reveal intellectual activities that have hardly been matched by any Federal archivist and perhaps by few American historians. Archivists in Denmark are not considered merely as recordkeepers, a fact that helps explain why an archivist was a member of the Constitutional Convention of 1848-49. Such accomplishments should serve as an inspiration to archivists in the United States.

MARGARETH JORGENSEN

National Archives

Indian Historical Records Commission. *Proceedings of the Twenty-Ninth Session, Bhopal, February 1953*. Volume 29. (Government of India Press, New Delhi, 1953. Pp. 177, 167.)

Report of the Regional Records Survey Committee for West Bengal. (Calcutta, Government of West Bengal, 1954. Pp. 29.)

The volumes of proceedings of the Indian Historical Records Commission continue to show significant progress in archival work in India. At the Bhopal session, the chief minister of Bhopal stressed the importance for social history of the vast numbers of legal records still in the custody of the high courts. It is to be hoped that these will receive greater attention from scholars. Especially interesting is a detailed report of the archival survey of Rajasthan, which was carried out very thoroughly, state by state. We have here a demonstration of the wealth and variety of materials, especially those in the Indian languages, available at the capitals of the former princely states. It is of course regrettable that, at many such capitals, little survives which antedates the eighteenth century. The existing records, however, in English as well as in Indian languages — supplemented by manuscripts from the record rooms of the former British Residencies, now available at the National Archives — constitute a great and hitherto virtually untouched source for the history of modern India.

Of almost equal importance are the labors of those scholars who are seeking out records in private hands. The report of the Survey Committee for West Bengal is an example of their work. At the Mathurapur estate, N. B. Roy came upon a "treasure-trove of parchments in Persian," including *farmans* of Akbar, Jehangir, and Aurangzeb. Needless to say, a find of this kind underlines the necessity of preserving *zamindari* records from destruction as the new settlement operations proceed in accordance with land-reform legislation.

Twenty-eight papers prepared for the Bhopal meeting are printed with the proceedings. As has been the case in recent years, these range over a very wide field. Indeed, there is now need for an index to such papers if they are to be easily found by scholars. Approximately half a dozen of these papers relate to the pre-British period; the remainder are concerned with nineteenth-century topics. Many of the papers indicate an increasing interest in economic and social history, for instance, "Salt Monopoly in Orissa," by S. C. De; "An Old Village Survey Report," by K. K. Datta; "Food Scarcity in Bombay 1737-39," by P. M. Joshi; and "Some Prominent Parsis in the 18th Century," by B. A. Salefore. Students of Indian history will be gratified at the continuing progress which these volumes report, especially in the field of archival publication and the making of calendars and indexes. The new guide to the Bombay archives now in preparation is very much needed.

HOLDEN FURBER

University of Pennsylvania

Federal Services to Libraries, by Phillips Temple, with a foreword by John H. Ottemiller. (Chicago, American Library Association, 1954. Pp. xxvii, 227. \$3.50.)

Basically this work is a tool prepared for the Federal Relations Committee of the American Library Association; it identifies and explains the services of the Federal Government available to nonfederal libraries. Not only does it analyze the programs and policies of the Federal Government in its relations with libraries, but it also details the many and varied services performed for the libraries and furnishes a background for the formulation of American Library Association policy in its dealings with the Federal Government.

The work proper falls into two parts. In the first, which treats Federal policies governing services to libraries, the author after careful survey concludes that there is no hard-and-fast Federal policy, inasmuch as each Federal agency is primarily concerned with meeting its own peculiar needs and requirements. He did discover, however, a common determinant of Federal practice. In effect, this is that the Federal Government serves libraries in any way possible that does not interfere with the individual agency's official obligation.

In the second part, dealing with Federal services to libraries, the author lists the various services by broad functional headings arranged alphabetically. Among these are: abstracting projects and services, acquisitions, audiovisual aids, bibliography, cataloging, consultative services, depository arrangements, documents, manuscripts and unpublished materials, microfilm projects and services, preservation of libraries and their contents, statistical services, translation services, and union lists. An explanation and pertinent examples of the service follow each heading.

This guide no doubt will prove indispensable to librarians, records officers, archivists, serious research students, and some casual investigators. Its value is further enhanced by a prefatory note explaining certain terms, a bibliographical section, and a comprehensive index. The approximately eight pages of acknowledgements to persons interviewed in preparing the book indicate the exhaustiveness of the study.

ROLAND C. McCONNELL

Morgan State College, Baltimore

A Yankee in King George's Archives; a Brief Synopsis of Some British Public Records in American Libraries as Instruments of Research for Historical Genealogists, by Kenneth M. Ellis. [Genealogical Publications of the National Genealogical Society, No. 11, reprinted from the *National Genealogical Quarterly*, September 1950-51.] (Washington, D. C., 1953. Pp. 23.)

Those who approach this pamphlet expecting to find an account of the author's researches in the British archives or a synopsis of British records in manuscript form in American libraries will be disappointed. Both title and subtitle are misleading. Instead they will find that the author is concerned with research on records printed, zincographed, or transcribed in full or abbreviated

form or even in the form of calendars of digests made from transcribed and translated records.

The pamphlet reveals the author's zest for genealogical research and his desire to stimulate others to a similar enthusiasm. He presents in an interesting manner ways and means he has found useful and stumbling blocks to avoid. In the course of his informal, conversational writing he mentions a goodly number of printed sources and secondary works available in the United States. Among the materials mentioned are charters, the Domesday records, the Curia Regis rolls, the pipe rolls, cartularies, the calendars of close and patent rolls, prepared under the supervision of the Public Record Office; and the publications of the Harleian and other British private societies. He also lists sources for Wales, Scotland, and Ireland, enlightening the reader as to some of the characteristics of the records of these countries.

This article has been published posthumously. It holds a number of errors of several kinds: spelling, *Angelican* for Anglican; incomplete or faulty quotations, pp. 5, 9, 10; incorrect initials of certain authors — *W. S.* for H. E. Salter, *W. W.* for A. C. Fox-Davies; an incorrect title, *History of the College of Heralds* for Mark Noble's *History of the College of Arms*; incorrect extensions of Latin words abbreviated in the text, p. 7; *Edward II* listed for Edward I, p. 12. Moreover, page references in many instances are lacking.

The author alludes to his article as "merely a suggestive study," stating that "anything like a bibliography is impossible." The editor in a note at the end assumes that the article was prepared for private circulation among the author's clan. This, however, is no excuse for publishing it in its present state. It is highly unfortunate that the references in the article were not thoroughly checked and the proof was not more carefully read before the article was published in a serial that the American Council of Learned Societies has included in its compiled list of learned journals.

DOROTHY BRUCE WESKE

Barrington, Rhode Island

Catálogo de Documentos Históricos de la Biblioteca Postal. (Mexico, Dirección General de Correos: Oficina de Museo y Biblioteca, 1954. Pp. 110.)

The library of the Post Office Department of Mexico possesses a considerable collection of documents, especially of the latter half of the nineteenth century, with a few of earlier date. The collection consists of 487 bundles, 255 volumes, and 73 individual documents. To facilitate the use of these records they have been arranged and classified and this catalog of them has been published. The entries are alphabetical, largely by types of record, such as *acuerdos*, *bandos*, *correspondencia*, *cuentos*, and *decretos*. They are either for single documents or for the groups in bundles or volumes. Each entry gives the type of document or documents, a summary of the subject matter, the names of persons involved, the places and dates, the size of the paper, the Brussels decimal classification number, and indication of the location. The catalog serves to reveal the nature and interesting character of the records. Rafael

Murillo Vidal, the director general of the mail service, is to be congratulated on making the catalog available to investigators.

ROSCOE R. HILL

Washington, D. C.

Journal of the Society of Archivists. Vol. 1, no. 1, April 1955. (London[?], printed for the Society of the Chiswick Press. Pp. 27.)

The first issue of the *Journal of the Society of Archivists* is a double surprise, for this is not only tangible evidence of a fresh start in the professional periodical field but the evangel of a fresh alignment of British archivists. On page 1, under the caption Society of Archivists, is a manifesto announcing that in December 1954 a transformation occurred in the name and aims of the Society of Local Archivists, an organization that had existed for nearly 8 years and had sponsored the Steer-Redstone handbook of English local records.

Henceforth under the broader name of the Society of Archivists, the scope of the society will include not merely England, but Scotland, Ireland, and the overseas parts of the Commonwealth — in loyal phrase, all the Realms and Territories of Her Majesty. It would appear that in function there is also a new look: "It had been apparent for a long time that the division between local and national records was often blurred and that more frequent collaboration and consultation between local and national archivists was desirable and in many spheres essential."

The issue contains five main articles, each averaging about four pages in length. The lead article is "Ecclesiastical Records," by John S. Purvis; the concluding articles are "The Records of Church Commissioners," by C. E. Welch, and "The Register of Metropolitan Buildings and His Records," by Ida Darlington. In between are two articles framed against the background of the Grigg Report, something of a bombshell achieved by a bureaucratic committee headed by Sir James Grigg, which undertook between 1952 and 1954 "to produce a practical solution to the problem of what to keep and what to destroy." In these articles the current chairman of the Society of Archivists, P. E. Jones of the Corporation of London Record Office, discusses "Departmental Records," and Rupert C. Jarvis, from a vantage in Chancery Lane, describes the constitutional status of "The Public Record Office."

At the back of the issue are two pages of short communications: Jarvis' note on rebound Domesday, Elizabeth Halcrow's observation on the custody of borough records at Newcastle upon Tyne, and M. J. Chandler's inquiry about Monmouth's Rebellion; three pages of reviews; a page called the society's chronicle; and a page of changes in the members' list.

At the front of the issue is a directory of the society's officers, council, and regional secretaries. Nowhere appears the price of the number nor the terms of subscription to society membership. The place of publication is left to surmise, but the addresses of the officers and secretaries — perversely not of the council members — are included. The editor is A. E. J. Hollaender of the

Guildhall Library, Basinghall Street, London E. C. 2; and the society's secretary is P. Walne, Berkshire Record Office, Shire Hall, Reading.

The page size of the new journal is about that of the *American Archivist* but the type and makeup permits 30 to 40 percent more words to the page.

This first issue leaves a favorable impression, yet it will scarcely supplant *Archives*, the professional medium of the British Records Association. A well wisher to both the association and the new society will wonder what lines of demarcation, if any, will come to be drawn in their labors.

H. B. FANT

National Archives

File This, Please! by Marjorie Thomas Payne. (Chicago, Dartnell Corp., 1955. Pp. 64. 40c; reduced price for quantities.)

Between the paper covers of this convenient booklet are packed 64 pages of sound, practical, commonsense advice addressed to the many people in the industrial world who are faced with the ever-present problem of keeping records. Mrs. Payne tells her story with sprightliness and clarity, with emphasis where it is due and admonition where it is needed. With type that makes for easy reading and clever illustrations to drive home a point, there is never a dull moment for the reader.

The book was written to fill the need for "trained girl-power" that had been an "item high on top management's worry list." As the author puts it, "Whether you operate as the records administrator for your organization, as the top man's top girl, or as the records clerk who takes the responsibility for putting each paper into its reserved spot in the cabinet — the rules and streamlined procedures discussed here are for you."

For such a small book, the coverage of subject matter is amazingly complete. Starting with a "Spotlight on Records," the story runs through nine chapters, ending with "Keys to Quizzes." There is a chapter on alphabetical arrangement of names and the principles of guiding, and another on subject-heading hazards, with excellent examples. A special section is devoted to the names of Federal Government agencies, which are often troublesome. Some practical hints on indexing are included, with special attention to the indexing of corporate minutes. The pamphlet includes advice not only on how to file but also on how to dispose of papers when they are no longer needed, with an excellent section on how to evaluate records that gives a sample schedule for retention of records and a table of limitation for civil actions in the various States. Near the end is a questionnaire for checking one's filing system, with a graded scale for determining its status.

Although this booklet relates to record practices in industry, it contains much of general interest that should make it useful to anyone faced with practical record problems anywhere.

HELEN L. CHATFIELD

Bureau of the Budget

Archival Principles; Selections From the Writings of Waldo Gifford Leland.
[National Archives Staff Information Papers, No. 20.] (Washington, National Archives, 1955. Pp. 14.)

This pamphlet is the gospel of our profession according to our prophet and beloved master, Waldo Gifford Leland. We professionals will read it with a touch of sadness because we have usually fallen so far short of achieving the principles that he laid down. This is particularly true in regard to the statement that the State should have full power to replevin any of its archival material that turns up in private hands—a statement now more obviously true than when he made it but no nearer general adoption. Dr. Leland did not foresee the bitter opposition of autograph dealers and the obstructionism of lawyers. But this tract reminds us that we have generally neglected, in dealing with legislatures, the truth that the preservation of archival material is one of the fundamental duties of a State to its people and to their posterity.

All of us professionals have at times and for good reasons transgressed the axioms in this pamphlet, as Dr. Leland in his postscript says we must. These remain, however, by far the best statement for the professional to have at hand to distribute to legislators and executives who, in general, are completely innocent of any knowledge of the problems and needs of archival practice.

CLIFFORD K. SHIPTON

Harvard University Archives

New Zealand, Dominion Archives. *Preliminary Inventory No. 4, Archives of the Province of New Ulster and New Munster and of the Civil Secretary's Office.* (Wellington, Department of Internal Affairs, 1954. Pp. 15.)

This inventory is a continuation of the series of New Zealand inventories reviewed in the *American Archivist*, 18:80-81. Although extremely brief it provides a useful guide to the character and range of a section of the Dominion archives preserved in Wellington. It deals with the records of the two provinces of New Ulster and New Munster, into which the colony was divided in 1848, and also with those of the civil secretary's office established at the same time to assist the Governor-in-Chief in administering New Zealand as a whole. The period principally concerned, 1848-53, marked an important stage in the development of the colony, during which power passed from the original trading company to the colonial government. After a series of constitutional improvisations the definitive New Zealand Government Act was passed by the British Parliament in 1852.

The classes of documents in the inventory are concisely described, and a six-page introduction enables their provenance to be easily grasped. The extent of the inventory, however, has been limited (and the title somewhat falsified) by the exclusion of all records series but one of the province of New Ulster. This has been done because the officials of New Ulster were appointed to continue as the officials of the new General Government of New Zealand in 1853.

Throughout, they maintained a continuous series of records, which are now therefore to be found among the archives of the General Government.

The records described in the inventory appear to occupy only a 21-foot shelf run. Some records may well have suffered from the inevitably haphazard administrative methods of a colonizing era, while a list of records made in 1853 and printed here as an appendix suggests that others have probably been lost in the intervening century. What survives, however, is of outstanding interest. Several series of despatches to and from the lieutenant-governor deal with major events in Dominion history. The correspondence of the colonial secretary of New Munster and of the civil secretary touches on a wide variety of incidental topics, ranging from negotiations with the Maoris for land sales to applications for permission to sell muskets. The material housed in the Dominion archives is indeed of great value to the historians. It may be hoped that this useful series of inventories will be rapidly completed, and then succeeded by a detailed catalog.

MAURICE F. BOND

House of Lords Records Office
Westminster, England

Library of Congress. *Annual Report of the Librarian of Congress for the Year Ending June 30, 1954.* (Washington, 1955. Pp. ix, 178, appendixes.)

This report, the first issued by the new Librarian of Congress, Lawrence Quincy Mumford, covers events of the year before his appointment, during which the Library was under the direction of Verner W. Clapp as Acting Librarian. Mr. Clapp is given credit for the year's accomplishments. The fact that during this period the Library received its ten millionth book serves to introduce a summary of the outstanding events in the Library's history and a statement of its facilities, and this six-page description is a useful introduction to the record of the year 1953-54.

The eight chapters in the report deal with the acquisition of materials, the organization of the collections, special services to Congress, reference services, administration, personnel, and finance, and the copyright office. Of especial interest is the report on the progress of the Farmington Plan — "to insure that, by dividing areas of responsibility, at least one copy of every currently published scholarly work shall be in some American research library." The plan is now taking effect in 99 countries and possessions. Impressive is the volume of technical information provided by the Library to projects of the Department of Defense, enabling the Army Engineers, the Air Corps, and the Office of Naval Research to coordinate activities which otherwise would be entirely decentralized.

Of concern to workers among manuscripts is the strengthening of security measures to safeguard the priceless collections in the Manuscripts Division. These precautions against thieves make it more difficult for the ordinary scholar to conduct his research, but he will recognize the necessity for tightened rules. The report announces the reluctant decision to mark all 14,000,000

manuscripts as Library property, "but a suitable ink had not been found and the mechanics of marking such a vast number of pieces of paper of varying sizes and states of fragility had not been worked out by the end of the year."

The appendixes furnish detailed facts and figures on the operations of the Library during the fiscal year. There was a general decline in parts of the reader and reference service — fewer readers, fewer materials issued for use, fewer requests by telephone, and fewer bibliographies prepared — but a definite increase in reference correspondence. The list of Library publications contains about 100 items, not including numerous reports compiled by the Legislative Reference Service. The data on permanent specific appropriations and trust funds give an excellent picture of the wide scope of Library activities.

WILLIAM D. HOYT, JR.

Loyola College, Baltimore

Baltimore Correspondence Project, Internal Revenue Service, Office of the District Director, Baltimore, Maryland. (Washington, National Archives and Records Service, Records Management Division, 1954. Pp. 11.)

Records Management Handbook; Managing Correspondence, Form Letters. (Washington, National Archives and Records Service, Records Management Division, 1954. Pp. 33.)

The first of these publications is a concise summary of improvements made by a General Services Administration team of three, in the correspondence system in the Baltimore District Director's office of the Internal Revenue Service. Replacing an obsolete system of handling correspondence, a new and efficient system was installed that saved for this one office \$157,000 during the first year and that holds promise of a yearly saving of \$5,500,000 when it is installed in all 64 districts. The savings were accomplished through the establishment of a centralized correspondence section using simplified procedures of mail handling and form letters, the block control of special correspondence, the elimination of nonessential copies, improved filing, and personnel training.

Besides the written explanation of each step, diagrams of "before and after" procedures show the improvements and make them easily understood. These same principles could easily be applied to other installations with little more than this Government pamphlet as a guide. Consequently the publication is a valuable contribution to the new field of records systems revisions, about which we still have only a limited number of reference books.

The second publication, the *Handbook*, is apparently an instruction leaflet on installing some of the improvements suggested in *Baltimore Correspondence Project*, but it was obviously not written by the same person. It discusses the steps necessary in such a program and uses 33 pages for explanation and diagrams. No clear outline, however, seems to be followed. The first three sections give details of the program and cite examples. Then practically the same information is repeated in section 4, "The Role of Staff Employees," which refers the reader to the instructions and illustrations in sections 2 and 3. Sec-

tion 5 discusses the comparative costs of dictated letters, guide letters, and form letters, and prints a detailed table of costs, but refers also to section 1. The meat of information for an improved correspondence program through the use of form letters is, however, contained in this handbook.

There is no question as to the need of such a pamphlet nor as to the value of the material contained in it. Form letters, if used in their proper place and currently reviewed, cannot fail to bring about a substantial saving in any office where they can be adopted.

The handbook, if rewritten with a short introduction telling its scope and purpose, followed by a single set of carefully outlined instructions, with illustrations, would be materially improved and would be a valuable contribution in its field.

DOROTHY K. TAYLOR

Wyoming State Archives and Historical Department

News Notes

MARY C. LETHBRIDGE, *Editor*

United States Information Agency

Assisted by ROY HART

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

William P. Alderson of the Tennessee State Library and Archives is a new member of the Society's Committee on Publicity.

The following have been accepted for membership in the Society:

Peter S. Iacullo, Federal Records Center, New York City; Allen Morris, Florida State University; James Nielson, Federal Reserve Bank of Cleveland; Walter E. Oswald, Goshen College; Leonard Rapport, National Archives; and Thomas Wilds, Maryland Hall of Records.

MINUTES OF THE COUNCIL

March 20, 1955

The Council met at the Hall of Records, Annapolis, Maryland, at 3:20 p.m., with the president, vice president, secretary, treasurer, editor, and Council members Alice E. Smith, Dolores C. Renze, Leon de Valinger, Jr., and Robert H. Bahmer present. Wayne C. Grover, chairman of the Committee on Professional Standards and Training, and Ernst Posner, chairman of the Program Committee, also attended.

Consideration was first given to problems having to do with the annual meetings. The Council resolved that should no suitable invitation be received at any time in the future, it should arrange an unsponsored meeting at a place of its own choice. In this regard, the president noted that no invitation had been received for the 1956 meeting. The Council regretted the fact that in some years the choice of place and time for meetings has prevented members of the American Association for State and Local History and the Society of American Archivists from attending both meetings. The president was authorized by the Council to cooperate with the president of the Association to prevent such conflicts in the future. He was also asked to explore the possibility of arranging for consecutive meetings in the same place, with perhaps one joint session.

Mrs. Renze proposed that the Society meet in Denver in 1958 or 1959, whichever year will be commemorated by the State of Colorado, and Dr. Bahmer noted that the Society has a standing invitation to meet in Washington.

Dr. Grover reported, for the Committee on Professional Standards and Training, on recognition for members of the Society. He proposed (1) that

the provision in the constitution which restricts membership in the Society be amended, and (2) that some kind of an award system be devised whereby special certificates would be issued to members to attest to competence in the fields with which the Society is concerned, such as records management and the care of manuscripts or archives. Dr. Grover stressed the importance of increasing the membership of the Society, especially if the Society were to attempt to finance a paid secretariat. After full discussion, the Council agreed that the paragraphs of the constitution relating to membership should be amended to remove the present restrictions. Dr. Cappon moved that Dr. Grover draft an amendment to the constitution to accomplish this purpose; the motion was seconded by Dr. Bahmer, and it was passed unanimously.

The proposed amendment reads as follows:

3. Individual membership shall be open to those who are or have been engaged in the custody or control of records, archives, or historical manuscripts, or who, because of their interest in the field, wish to support the objectives of the Society.
4. Institutional membership shall be open to institutions or agencies that are concerned or substantially interested in the custody or control of records, archives, or historical manuscripts. An institutional member shall be entitled to representation at all meetings of the Society by one delegate. He may vote and hold office, but if he is also an individual member, he may not cast a second vote.
5. Members shall be enrolled upon receipt of their first payment of dues.

In discussing the granting of awards or certificates, Mr. Trever suggested that the Society recognize archivists and others in related fields who have been members for a certain minimum period and who have served professionally in their respective fields. It was suggested that perhaps 5 years of professional experience and of membership in the Society should be required for a certificate. A motion that the Committee on Professional Standards and Training draft a proposal for the granting of awards or certificates, to be submitted at the next meeting of the Council, was carried by majority vote.

Dr. Posner explained in detail the new program of the American University for a certificate in archival administration. At the conclusion of Dr. Posner's remarks, Dr. Bahmer offered the following resolution:

RESOLVED, that the Council of the Society of American Archivists commend the American University for its program of courses in archives and records administration and that an effort be made to bring the program to the attention of the membership of the Society through publication in the *American Archivist* and through other suitable means; and be it further

RESOLVED, that the Council express the hope that the administrators of archival and related agencies encourage the success of the program by giving consideration to its graduates in employing members of their staffs.

The resolution was seconded by Mr. Trever and unanimously approved.

Mr. Edmunds brought to the attention of the meeting the program for the collection of the "Archives of American Art," which has recently been undertaken by the Detroit Institute of Fine Arts.

The chairman of the special committee of the Council appointed to study the proposal for a survey of State archival facilities read the report on this

subject prepared by David C. Duniway, Archivist of Oregon. After an exhaustive discussion, Miss Smith moved that the Council approve Mr. Duniway's proposal in principle and that the special committee of the Council be instructed to consider ways and means of making it operative. The motion was carried by majority vote.

Consideration was then given to the need for a permanent paid secretariat and to the problem of replacing Mr. Trever, who wishes to relinquish the editorship of the *American Archivist*. A committee composed of Dr. Grover, chairman, and Messrs. Edmunds, Bahmer, and Overman was appointed to inquire into the possibility of combining the positions of secretary and editor into one paid office. Mr. Trever thereupon agreed to continue as editor until the appearance of the October 1956 issue or until the appointment of a new editor, whichever should occur first.

A microfilm copy of the *American Archivist* was shown to the Council by Mrs. Renze, who had prepared it for the use of the Colorado State Archives. A copy had also been made for the editor, and the possibility of making copies for sale was discussed. Mrs. Renze was asked to study the problem and to prepare a report of her findings.

The president pointed out the difficulty of complying with certain provisions of a resolution concerning committees, adopted by the Council on July 24, 1954. At his request, the Council deleted the following sentence from the resolution:

In general, it is the sense of the Council that no individual should be asked to serve as chairman of the same committee longer than 4 consecutive years nor as a member longer than 8 consecutive years.

Next, a brief explanation was made of how the Society's membership list is maintained. The treasurer now sends out quarterly corrections of the list to the chairman of the Membership Committee, to the secretary, and to the editor of the *American Archivist*. It was agreed that in the future the president should also receive a copy.

Consideration of the disposition of the Society's records was postponed until such time as a decision is made concerning a permanent secretariat. The president reported that as an interim measure he had been given a microfilm copy of the correspondence of his predecessor and that this film and a copy of his correspondence would be given to his successor.

On motion the meeting was adjourned at 7:05 p.m.

HENRY E. EDMUNDS, *Secretary*

IN MEMORIAM: DORSEY W. HYDE, JR.

Dorsey W. Hyde, Jr., member of the National Archives staff from 1934 to 1943 and its Director of Archival Service, 1935-42, died in Gilmanton, New Hampshire, on January 31, 1955. He was a founding member of the Society of American Archivists.

Mr. Hyde was of invaluable assistance to the first Archivist of the United States in what President Franklin D. Roosevelt once described as "laying the

foundation and building the actual structure of an extremely important repository of American historical source material." As Director of Archival Service he was responsible for supervising and coordinating the work both of the professional divisions of the staff and of the special examiners who appraised records recommended by other Federal agencies for disposal. He was also responsible for the control and surveillance of accessioned records and for making analytical and comparative studies of methods employed by archival institutions in this country and abroad.

On January 1, 1942, he was made special assistant to the Archivist of the United States to develop long-range plans for the evaluation and improvements of archives and records administration in the Federal Government. In April 1943 he was made chief of the Document Security Service of the War Production Board. This position he occupied until February 10, 1945. Shortly thereafter he and his wife took up residence in the old Hyde family house in Gilmanton, where they continued to live until his death.

Mr. Hyde was a man of many interests. At various times in his career he was archivist, librarian, editor, director of research, lecturer on community organization and civic research, chamber of commerce secretary, and author of articles on municipal government and on aspects of archival and library science. He was also a founding member of the Association for State and Local History.

NATIONAL ARCHIVES AND RECORDS SERVICE

Plain Letters, the third in a series of handbooks developed by the National Archives and Records Service as technical guides to reducing and simplifying Government paperwork, has just been published. It presents suggestions for improving Government letters and contains numerous examples of the practical art of letter writing.

Federal laws and regulations relating to the retention of non-Federal records by the public have been abstracted and published in list form, with index, in the *Federal Register* of April 8. Being Appendix A, "Guide to Records Retention Requirements," to Title I of the *Code of Federal Regulations*, the list has some 977 entries, each relating to a separate law or regulation or group of similar regulations calling for the retention of records by industry and the public. It provides for the first time in a single publication an indication of which records must be kept by the public and which can be discarded. Government officials also will find it useful in calling attention to the existence of obsolete, poorly worded, or overlapping regulations.

Copies of *Plain Letters* may be purchased from the Superintendent of Documents, Government Printing Office, Washington 25, D. C., at 30 cents each. The April 8 issue of the *Federal Register* containing the "Guide to Records Retention Requirements" is available from the same source for 15 cents a copy.

A reference information paper describing records in the National Archives relating to the Middle East (96 p.) has been issued recently. Included in the scope of the paper are Iran and the following parts of the old Ottoman Em-

pire: Arabia, Iraq, Lebanon, Palestine, Syria, and Turkey. Materials relating to the Middle East have been identified in 67 record groups in the National Archives, representing every executive department of the Government except the Post Office Department.

Other finding aids now obtainable from the National Archives include preliminary inventories of records of the Bureau of the Second Assistant Postmaster General, 1814-1926, and of the Military Affairs Committee of the House of Representatives relating to the investigation of the War Department, 1934-36, and an inventory of the cartographic records of the Office of the Secretary of the Interior.

LIBRARY OF CONGRESS

A collection of records of the National Child Labor Committee was presented to the Library on occasion of the committee's fiftieth anniversary. The gift includes minutes of the board of trustees, 1904-45; stenographic reports of proceedings of the committee's annual conferences, 1905-16; minutes of meetings, 1916-18, of the National Aid to Education Committee (organized in 1916 to promote Federal aid to elementary education); and notes and reports of field studies concerning child labor in many types of industry.

Additions to the Naval History Foundation Collection include papers of Adm. Charles O'Neil, chief of the Bureau of Ordnance during the Spanish American War; papers of Adm. Henry Clay Taylor concerning his command of the U. S. S. *Indiana*, 1897-99; and diaries of Adm. Albert Gleaves, 1902-36, developer of the practice of fueling ships at sea and director of United States convoy operations in the Atlantic in World War I.

Important groups of manuscripts acquired by the Library include papers of Anson Burlingame, diplomat and Chinese specialist, and his family; and further papers, ca. 1880-1950, of Charles S. Hamlin, Governor of the Federal Reserve Board, 1914-36. Hamlin's papers include more than 50 letters from Woodrow Wilson, 1910-24. Papers of scientists received are 2,500 papers of Joseph Sanford Wade, Government entomologist from 1913 to 1950; and 1,800 papers of George Perkins Merrill, geologist and author of *The First One Hundred Years of American Geology* (1924). Also received by the Library are some 12,000 papers, 1890-1929, of Charles Henry Brent, Bishop of the Protestant Episcopal Church in the Philippine Islands, 1902-18; a part of the papers of Stanley Washburne, author and newspaper correspondent, 1914-43; and a large group of materials, 1922-37, from Nelson Trusler Johnson, State Department official and Ambassador to China.

FOREIGN NEWS

France

Charles Braibant, Director of the Archives of France and honorary president of the International Council on Archives, announces that the 1955-56 international course on the techniques of archives will be offered this year beginning

November 3. For further information, address M. Albert Mirot or M. Robert Henri Bautier, Archives Nationales, 60, rue des Francs-Bourgeois, Paris (3^e).

Gold Coast

Jeremias M. Akita, Archivist of the Gold Coast, visited the United States, October 1954-March 1955, under the sponsorship of the Institute of International Education. After graduating with honors at Queens College, Cambridge, Mr. Akita served a year in the Public Records Office, and was appointed to his present post in 1949. During his stay in the United States he spent about 3 months in the National Archives and visited the Franklin D. Roosevelt Library, the St. Louis Federal Records Center, and the State archival establishments of Maryland, Illinois, and Wisconsin.

Hawaii

The Board of Commissioners of Public Archives have appointed Agnes C. Conrad to serve as archivist to succeed Maude Jones, whose death was noted in the April issue.

New Zealand

Pamela Cocks of the Dominion Archives, Wellington, is spending the academic year 1954-55 in the United States on a Fulbright award. She is studying archives and records administration at the American University and has had a 3-month internship at the National Archives. During her stay she has visited the Franklin D. Roosevelt Library and the State archival agencies of Maryland, Virginia, and North Carolina. Before leaving for New Zealand she expects to visit other institutions in the Midwest and California.

North Ireland

Margaret Johnstone of the Public Records Office was a recent visitor at the National Archives in Washington. Miss Johnstone has been pursuing special studies in American history under a Fulbright award.

CALIFORNIA

The California State Archives and Central Records Depository is making plans to move into the former State printing plant in Sacramento when the renovation of the building is completed about July 1.

An examination was held on April 14 for historian, State Archives, a position held for 7 years by D. N. Bowman. As this issue went to press, the results of the examination had not been announced.

An interesting collection of over 3,000 photographs of State buildings standing in the years 1927-29 was transferred to the Archives in April by the Department of Finance.

COLORADO

The eleventh annual report of the Division of State Archives and Public Records is now available for distribution. The Division is microfilming teachers' certificates of the Department of Education, personnel files of the Civil Service Commission, common and private carrier monthly reports of the Public Utilities Commission, requisition cards (life, fire, and casualty) of the Insurance Department, minutes and duplicate receipts of the Racing Commission, and case histories of the Colorado Psychopathic Hospital.

The Division will undertake shortly extensive field work in the western part of the State, where tremendous oil and uranium activities have created new county records problems. Paintings in the custody of the Colorado State Historical Society are being photographed in color and in black and white; in March the Division had completed work on 175 items.

On February 10, Senate Bill No. 36, *The Uniform Photographic Copies of Business and Public Records Evidence Act*, was approved.

DISTRICT OF COLUMBIA

The Department of Archives and Manuscripts of the Catholic University of America has received, through the courtesy of the Rt. Rev. Aloysius Quinlan of Wildwood, N. J., the personal papers of the Rev. Louis A. Lambert, priest, Civil War chaplain, author, and editor. The papers, consisting of over 100 letters and many documents, include correspondence of Bishop Bernard McQuaid and materials relating to Lambert's *Notes on Robert Ingersoll*.

The Interagency Records Administration Conference has held eight meetings during 1954-55. Topics discussed include paperwork management in the Navy; Federal requirements for retention of non-Federal records; correspondence management; site audit records; the development and use of performance and production standards; records training courses — their planning and appraisal; reports management; and the effect of the Hoover Commission report on paperwork management in Government and industry. Reports of some of these sessions have been issued in processed form, and records officers and archivists wishing to obtain copies may write Mr. James Cole, secretary of the IRAC, Records Management Division, National Archives and Records Service, Washington 25, D. C.

ILLINOIS

The annual report of the Archives Division of the State library, written by Margaret Norton, has been printed in *Illinois Libraries*, 37:58-65 (March 1955).

KENTUCKY

The Kentucky Historical Society has announced the forthcoming publication of a *Guide to the Manuscripts of the Kentucky Historical Society*. Compiled by the society's assistant secretary, it will be distributed to university and

college libraries, State historical societies and other research institutions. The *Guide* describes and indexes the 25,000 manuscript items owned by and on deposit in the society's archives. Publication of this book marks the first attempt to arrange, list systematically, and index these important letters, diaries, and other manuscript documents. It is hoped that the volume will make the society's holdings even more valuable by providing for scholars everywhere a convenient and ready reference survey of the manuscript collection.

MARYLAND

The nineteenth annual report of the Archivist of the Hall of Records, covering operations to July 1, 1954, is now ready for distribution.

The records management program of the Hall of Records, set up under Chapter 436, Acts of 1953, operated for 9 months under the supervision of Edward N. Johnson, assistant records administrator. Since June 30, 1954, Rex Beach, formerly of the State records center of North Carolina, has been directing the program. Recent plans contemplate removal of staff and stored records to the State Office Building, to be built next year in Annapolis. The records management program will then have a additional 6,000 square feet of space.

Two new publications of the Hall of Records Commission are now available. *The Buildings of the State of Maryland at Annapolis* is the commission's first illustrated book. The text is by Archivist Morris L. Radoff. The commission's fifth calendar — the last of the material from the "Red Books" — is the second recently issued work. A history of county courthouses, with lists of county records, is in progress as is another calendar which goes outside the "Rainbow Series" for its principal material bearing on the colonial and revolutionary periods in Maryland.

MASSACHUSETTS

The American Antiquarian Society announces that, having completed *Evans' American Bibliography* through the year 1800, it will microprint the full text of every item listed by Evans, with a complete revision of every title. The society expects to reprint the nonserial material within 10 years and then to publish the serial material and the items omitted by Evans. The microprints will cost about 25 cents apiece, but at present only standing subscriptions for the nonserial material are accepted. For further information regarding the editing, address the American Antiquarian Society, Worcester; and for information regarding subscriptions, address the Readex Microprint Corp., 100 Fifth Ave., New York 11, N. Y.

MINNESOTA

To honor the scholar who administered the Minnesota Historical Society, 1914-31, and who founded its quarterly magazine in 1915, the society has established the Solon J. Buck Award, to be granted each year to the author of the best article published in *Minnesota History*. The award carries with

it a grant of \$50 from a special fund provided by a friend of the society. The winner for 1954 was Francis Paul Prucha of St. Marys, Kans., whose article, "Minnesota 100 Years Ago as Seen by Laurence Oliphant," appeared in the Summer 1954 issue of the quarterly. Any author whose contribution appears in *Minnesota History* is eligible for the award, and anyone writing in the field of Minnesota and Northwest history is invited to compete.

MISSOURI

Ground was broken for the Harry S. Truman Library in Independence on Sunday, May 8. The principal speaker at the ceremonies was Elmer Ellis, president of the University of Missouri. In the evening a birthday dinner was held for Mr. Truman, at which the chancellor of the University of Kansas, Franklin D. Murphy, gave the main address. Many persons prominent in national politics attended the dinner and the reception which followed at the Truman home. On May 7, Mr. Truman met with members of his advisory committee to discuss the future policies of the library, particularly its relations with universities and colleges in the Midwest. Present were Elmer Ellis; Theodore C. Blegen, dean of the University of Minnesota Graduate School; Henry Steele Commager, Columbia University; David Lloyd, executive director of the Harry S. Truman Library Corporation; Clarence Decker, former president of the University of Kansas City; and Wayne C. Grover, Archivist of the United States.

The papers of Theodore Graebner, Concordia Theological Seminary professor, have been acquired by the archives at the Concordia Historical Institute in St. Louis. Part of the collection is now available for research use; part is under seal for 50 years. A sum of \$1,500 has been made available by the Lutheran Layman's League for microfilming all published Lutheran journals, magazines, and newspapers in the United States. The Concordia Historical Institute, the official records depository of the church, will undertake the filming and serve as a depository for the reproductions. Anyone knowing of files of Lutheran publications is asked to get in touch with the Institute at 801 De Mun Avenue, St. Louis.

The Knights of Columbus Foundation for the Preservation of Historic Documents at the Vatican Library is publishing a small quarterly, *Manuscripta*, which will print articles, lists, and other information about the holdings of the Vatican Library. The foundation's depository, which is in St. Louis, now has some half a million feet of microfilm of Vatican manuscripts, which scholars are welcome to use. Inquiries concerning *Manuscripta* or the foundation's materials should be addressed to the foundation at 211 N. Grand St., St. Louis 3.

NEBRASKA

Donald F. Danker, archivist of the State Historical Society, reports the acquisition by that institution of the papers of Hugh A. Butler, late United States Senator, and Bess Streeter Aldrich, novelist.

NEW YORK

A luncheon conference was held at the Columbia University Faculty Club on April 23 to discuss the organization of American historians in the colonial field.

Harold Dean Cater, formerly director of the Minnesota Historical Society, will become executive director of Sleepy Hollow Restorations, Inc., on October 1. He will succeed Hugh Grant Rowell. The corporation operates two restorations sponsored by John D. Rockefeller, Jr. — Philipse Castle and Sunnyside. Mr. Cater is already at Tarrytown in a research and consultative capacity.

The University of Rochester Press has issued several more numbers in its series of microcard publications for the Association of College and Research Libraries. Of interest to readers of this magazine is no. 28, *The Role of the College Library in the Preservation and Organization of the Archives of Its Own Institution*, a master's thesis by Mary Elizabeth Hinkley of Columbia University (1951, 3 cards, 75c).

OKLAHOMA

Gaston Litton, Archivist of the University of Oklahoma and member of the Society of American Archivists, was elected to the Oklahoma Hall of Fame on April 14. He will be formally inducted on Oklahoma Statehood Day, November 16. Dr. Litton was elected on the basis of "his outstanding pioneering work in the preservation and discovery of records reflecting the history and contemporary life of Oklahoma, and for the service he has given his country as a library specialist in Central and South America." Elected at the same time were business and political leaders of national as well as State renown.

OREGON

The 1955 Oregon legislature has provided a revolving fund for microfilm services for State agencies to be administered by the State Archivist. The Archivist will be in a position to serve State, city, county, district, and other political subdivisions, the cost being reimbursed to the fund. The law also provides for the pooling of microfilm equipment now owned by the State and found not to be required by State agencies. Those agencies which have major projects involving daily or frequent use of microfilm equipment will continue to operate their own microfilm facilities.

The legislature also passed resolutions which require the filing of the minutes of standing and interim committees with the State Archivist. In Oregon the journals of the legislature record only the actions taken and do not include the debates. The minutes of the committees are, therefore, important as a source of the history of legislation and, in a number of instances, those received include the exhibits that were presented to the committees.

The State Archives has moved into new quarters on the third floor of the

State Library Building. The area was recently vacated by the Office of Veterans Affairs. For the first time there is available suitable work space for the staff, a reading room for the general public, a microfilming laboratory, and a large vault for the most essential records in the custody of the State Archivist.

SOUTH CAROLINA

Under the terms of a recent act, the name of the South Carolina State records agency has been changed from Historical Commission of South Carolina to South Carolina Archives Department. The act revises and consolidates all previous records legislation of the State.

The Department has announced for publication the first volumes of a subseries of the *Colonial Records of South Carolina*. The subseries will contain documents relating to Indian affairs and will be edited by William L. McDowell, Jr. Director J. H. Easterby also announces the publication of the agency's annual report for 1953-54.

TENNESSEE

The Tennessee General Assembly has passed a joint resolution directing the legislative council "to study, prepare, and recommend legislation governing the disposition of state records which do not have sufficient value to warrant their retention in original form, and establishing adequate safeguards to prevent the destruction of state records which have legal, fiscal, administrative, research or other value." The recommendation of the council will be made to the 1957 General Assembly, which, it is hoped, will enact suitable legislation to correct existing records problems in the State government.

TEXAS

The Archivist of Texas A and M College, David Brooks Cofer, has been publishing a series of volumes on the early administrators of the institution. The last of these deals with the administration of James Reid Cole, 1879-85 (49 pp.). Dr. Cofer has effectively used the archives of the college as well as the papers, pictures, and related materials he has gathered from former students and faculty members, in preparing his studies.

VIRGINIA

In April the General George C. Marshall Research Foundation announced it was taking preliminary steps toward collecting the soldier-statesman's papers and mementos at the Virginia Military Institute in Lexington. The foundation, which is now hiring a staff and setting up an organization, plans eventually to construct a building complete with file rooms, display areas, study and research rooms, and equipment. The idea for such a center is credited to former President Truman.

Among recent accessions of manuscripts by the University of Virginia are

the following: calendar of papers, 1701-1864, of the Vanderhorst and Duncombe families, in the city archives of Bristol, England; 200 additional items, 1771-1874, from the papers of George Carr and the Carr family of Albemarle County, Va., additional letters, 1797-1866, of the Lee family of Virginia, chiefly from Cornelia Lee to Eliza Collins Lee, of Sully; account books, 1803-85, of merchants of Washington, Va.; letters and documents, 1789-1847, of Gen. John Mason and James Murray Mason; letters to William Wirt from John Calhoun, Mathew Carey, and John Cowper, ca. 1827; and memoirs of Isaac N. Cloud, 1834-80, on life in Front Royal, Va.

George H. Reese, former Alderman Library staff member, arrived in London on April 8 to begin a 2-year project for the Jamestown Festival of 1957. As agent of the Virginia 350th Anniversary Corporation, Dr. Reese will prepare a guide to Virginia's colonial records in the Public Record Office and the British Museum, and will oversee the microfilming of these and other records for the use of the historical consultants to the Joint Commission on the Jamestown Festival. Dr. Reese's work is under the direction of a sub-committee on colonial records consisting of William J. Van Schreeven, Virginia State Archivist, chairman, and Francis L. Berkeley, Jr., Curator of Manuscripts, University of Virginia.

WYOMING

Dorothy K. Taylor, who for 12 years was archivist of the Denver and Rio Grande Western Railroad and who set up its records and microfilm system, has been appointed microfilm administrator for the Wyoming State centralized microfilm department, with offices in the State Supreme Court Building, Cheyenne. Last fall she made a microfilm survey for the State, under the auspices of the Archives Department. Her report was the basis for recent legislation establishing the microfilm department and appropriating \$100,000 for its work in the biennium 1955-57.

Miss Taylor is well known to members of the Society of American Archivists through her service on its Council, 1947-53.

Recruitment, Training, and Promotion in the National Archives

By G. PHILIP BAUER ¹

National Archives

EVERY agency of Government is concerned with the problem of building up and maintaining an efficient personnel. The National Archives may fairly boast of the excellence of its staff, but in order to hold its own in an endless competition for talent it must give constant thought to its policies affecting recruitment, training, and promotion. It must ask and answer again and again such questions as the following: What are the ingredients that go to make up an ideal archivist for work in the National Archives? Of those ingredients, which may reasonably be demanded of candidates for employment at the lowest professional level (GS-5) and which must be acquired on the job? ² What can the National Archives do to make sure that it gets the kind of recruits it wants and that those it hires develop fully their natural capabilities?

Some of the qualities most desired in archivists are those most difficult to find and to assess. Many are inborn or depend on in-born psychological traits. Most are insusceptible of measurement. Among the more elusive may be listed such qualities as good nature, patience, perseverance, common sense, thoroughness, accuracy, ability to keep a long-term project moving and in perspective, amenability to suggestion and criticism, ability to transact business with dispatch and without unnecessary discussion, and ability to keep strictly to the point in such processes as the appraisal, analysis, and description of records, avoiding the idle lure of curiosity.

One quality of the highest importance for almost every phase of archival work is that of sound evaluative judgment. This kind of judgment becomes increasingly important as pressure of space makes necessary the application of more and more exacting stand-

¹ The author is assistant to the Director of Archival Management of the National Archives.

² Professional positions at the National Archives fall within grades GS-5 and GS-14 of the Classified Service. The entrance salary for grade GS-5 is \$3,670; the maximum of that grade is \$4,480. Starting salaries in the other grades mentioned in this article are as follows: GS-7, \$4,525; GS-9, \$5,440; and GS-11, \$6,390.

ards in the selection of records for retention. In the process of selection it is essential not only to recognize absolute values but to weigh relative values against each other and against the resources available for preservation and service. Even where disposal is not in question, an order of values is needed to set priorities for transfer, repair, microfilming, description, and publication. It is essential also in the selection of material to be brought to the attention of researchers.

Unfortunately there are no stigmata by which the saints of good judgment can be certainly identified. A graduate degree is not conclusive evidence. Some graduate students in history never feel the compulsion to exercise a truly discriminating judgment. They seem so steeped in the Rankian notion of objectivity that they regard all facts as of equal importance, only to be collected and arranged in order to win scholarly recognition; and the universities, nodding, like Homer, sometimes award graduate degrees for the fruits of mere pedantic industry.

Good judgment is not wholly an inborn characteristic. It depends largely on natural bent; but, if the bent is there, it can be developed. Persons who are daily required at the university, or later on the job, to make conscious value judgments form the habit of judging, of thinking critically, of approaching their tasks in a questioning frame of mind. Conversely, without exercise, the natural impulse to question and judge can atrophy. The National Archives, therefore, ought to look for recruits who have already shown some inclination to question and after recruitment ought to encourage that inclination even to the point of tolerating a degree of fractiousness.

Next to judgment in importance are the qualities of adaptability and cooperativeness. The National Archives is not an assemblage of isolated persons engaged in the performance of separate duties, each following his own individual devices. It is an organization of some 250 people who are expected to work cheerfully together under discipline, accepting policies and decisions with which they may not always agree. They cannot afford to be egoists on the job. Their efforts are mainly joint efforts, and their products must often be anonymous. Few of their assignments are of such a nature as to add perceptibly to their fame or reputation.

The qualities that have been named above are unquestionably the most important in the makeup of an ideal archivist; but under the Civil Service system the qualities demanded as prerequisites for employment must as a rule be objectively measurable if they are to be competitively evaluated. They must be expressed in such

terms as academic credits or their clear equivalents, experience (ratable in years, rank, and salary), physical ability to perform the ordinary duties of an archivist, and ability to pass a standard intelligence test. Some direct consideration could perhaps be given to the more intangible qualities desired if all candidates could be subjected to an oral interview as a part of their entrance examination.

In shaping the last examination for young archivists in 1953 the National Archives tried to fix its stated requirements in such a way as to obtain indirectly some of the less tangible qualities it desired. Thus the requirement of a college education or its equivalent was imposed not as a means of ensuring that the candidate knew certain things but rather — and more significantly — as a proof of his ability to study and learn whatever might prove necessary to operate effectively in a professional field. The stipulation that 30 semester hours of his academic training should have been in history or social science was intended not as a guarantee that the candidate had mastered a specific body of knowledge but merely as a sign that he was interested and had received some general instruction in a field of learning and point of view that have been found most germane to all work with archives. The further requirement of 12 hours in United States history had a more direct application. An archivist in the National Archives must be able to appraise records first of all in the light of their relation to our national history; he must be able to describe them in their historical context; and he must have knowledge of their main historical significance so that he can intelligently serve historical scholars who call on him for help.

Beyond the minimum requirement of 12 hours in United States history some training in historical method is desired as a basis for judging the source value of records and understanding the process of historical research in which the archivist is called on to assist. Great weight, therefore, was given in the examination to graduate training in historical or other documentary research.

Facility in writing simple correct English is one of the important measurable requirements of an archivist. Records cannot in the nature of things be cataloged in a stereotyped manner; and archivists therefore need to be able to express the essential facts about them, clearly and economically, in the free style of series inventories, analytical essays, guides, and the like. To do so calls for something more than a minimum vocabulary and familiarity with the rudiments of grammar. It calls for clear logic and an ability to

take the reader's point of view in writing. It calls above all for an appreciation of the importance of the writing process as a means of conveying thought to a reader rather than easing the pressure of flatulence in a writer's word-laden soul.

Our examination of 1953 tested writing facility only to a limited extent and ought probably to be revised to test it more thoroughly. Perhaps a mistake was made in handling the examination when, in order to qualify a larger number of persons, the passing grade on the written test (which emphasized verbal abilities) was set considerably below the usual level. Had we held firm, we should have had a much smaller list, which could be freshened with new applicants more frequently. As it is, the length of the register in comparison with the small number of appointments annually made from it delays the giving of a new examination, with the result that each year the register becomes less apt for its purpose and that there is an increasing temptation to ignore it and rely on the selective promotion of qualified persons already on the rolls in sub-professional and clerical positions. It would probably be better, when next an examination is held, to strengthen the elements designed to test verbal facility and raise the passing score even above the customary level. If in this way the number who qualify could be held to 30 or 40, the list might offer a better selection of candidates on the whole; and, being used more frequently, it would at least be sooner exhausted.

Not every job in the National Archives calls for all the qualities that have been enumerated as desirable. In recruiting, however, it would not do to require only those qualities that are specifically needed to handle a particular job. Every employee at the GS-5 level should be versatile enough to handle any job at that level in the organization and should be eligible, after on-the-job training and experience, for promotion to a GS-7 position in any branch of the organization. He should be selected, insofar as possible, with regard to the qualities of intelligence, general education, adaptability, and knowledge in the broad fields of history and social science, which are relevant to all archival work, and only as a secondary consideration, when in these general qualifications he is equal to all rivals, with regard to his special qualifications for the job immediately to be filled.

For if the National Archives is to operate within the limits of its budget and yet cope with changes in demand and shifts in program emphasis, it must not be cramped in its freedom to move employees around. It ought not, in recruiting, to place a premium

on special knowledge that it cannot hope to foster by promotion. And it cannot offer opportunities for advancement in every special subject field indicated by its wide variety of record holdings. The number of specialized subject fields in which it can support the growth of experts is at present extremely limited. To require specialized knowledge of candidates for GS-5 positions, moreover, would be vain in the present state of the market because highly trained persons are not to be found at that level. The margin of a course or two in some academic subject is not enough to make a true specialist and ought not be allowed to outweigh the rarer and more important qualities that contribute to general aptitude for archival work.

Thus far consideration has been given only to the qualifications that ought to be demanded of candidates for junior professional appointments. Other qualities of the ideal archivist for work in the National Archives are not likely to be possessed by new recruits and must as a rule be acquired after their appointment. For promotion to grades GS-7 and GS-9 the National Archives usually demands (1) progressive mastery of the knowledge and skill that are of general utility in its professional operations, (2) sound knowledge of the subject content of at least one record group, (3) a demonstrated ability to become quickly familiar with the broad subject content of any record group, and (4) some knowledge of one or more of the special subject fields or disciplines to which records in the National Archives relate.

The main elements of archival knowledge and skill that can reasonably be expected of candidates for promotion to GS-7 positions are:

1. A broad substantive knowledge of the resources of the National Archives as a whole. This implies a general knowledge of the organizational and functional history of the Federal Government.
2. Knowledge of appraisal standards and methods, of the process of identifying documents by internal criticism and analysis, and of the fundamental principles of archival arrangement.
3. Knowledge of the prescribed form and style of inventories and other finding aids used in the National Archives and ability to apply it.
4. Knowledge of the principal laws and regulations governing the preservation and use of records—the disposal law, the Federal Records Act, and the pertinent regulations of the General Services Administration.
5. Knowledge of the policies and procedures set forth in the National Archives *Handbook of Procedures*.
6. Knowledge of the rudimentary techniques of editing historical documents.

7. Knowledge of the basic techniques of repair and preservation and photographic duplication.

8. A proper attitude toward archives and archival responsibilities as measured by the standard expressed in the "Archivist's Code."

Note that a distinction is made between knowledge of the content of a body of records and knowledge of the subject fields or disciplines to which they chiefly relate. In order to learn what the records contain one must ordinarily study their provenance, the functions and organization of the agencies in which they accumulated, and their arrangement. One can do this most effectively by the normal archival process of examining the records themselves, inventorying them, cataloging them, and searching in them. Considerable knowledge of this kind should be possessed by one who is to be promoted to grade GS-7 and much more by one who is to be promoted to grade GS-9.

But mastery of the subject fields and disciplines to which records chiefly relate goes beyond familiarity with the records themselves. It involves a systematic study of a more academic kind — the study of texts, treatises, and monographs apart from the records. It can often be best acquired through enrollment in courses at a university; and therefore academic credits beyond the minimum required for entrance at the GS-5 level should be recognized as evidence of attainment in this connection. Highly specialized knowledge, however, ought not to be looked for at grades GS-7 and 9; and versatility in handling diverse assignments ought still to be the main consideration. Positions in these grades are normally filled by promotion. If they are to be well filled, they should be filled by the persons of highest broad competence in the National Archives as a whole and not necessarily by persons within the sections or branches where the vacancies occur. Overemphasis by some supervisors on familiarity with the records under their immediate charge and on specific subject knowledge as distinct from adaptability and ability to acquire essential knowledge readily has led to a degree of parochialism in some of the record branches and in some instances to the pushing up of persons who, in fact, had only a slender edge of superiority in their special fields of knowledge and who were clearly not good prospects for further advancement either as experts or as supervisors.

Beyond the grade of GS-9 further advancement can take either of two directions, depending on the inclination of the person involved and the opportunities that happen to present themselves. An archivist may concentrate on achieving ever greater mastery in a

particularly important subject field and gradually qualify as a true expert; or he may broaden his interests, enlarging the number of fields in which he has moderate competence, and advance in the direction of supervisory and administrative responsibility.

The National Archives has found resources for setting up only a very few full-time expert's positions, and those are only at an intermediate grade. But as more and more of the basic work of inventorying is accomplished, greater opportunities for highly qualified subject experts will develop. The number and kinds of fields in which experts are in fact employed will obviously depend on the availability of money, the urgency of the need, and the availability of qualified persons to fill the positions.

But whether we have experts or not, we must have administrators and supervisors to direct and coordinate the work of the great majority of employees. For these positions we should have a good reservoir of broadly competent persons who have demonstrated their ability to deal effectively with people and to plan and carry through work programs.

To say that those who aspire to administrative and supervisory positions need to be broadly competent is not to say that they have no need for training in some field of scholarship and an appreciation of the aims and methods of scholars. On the contrary. The National Archives, as an agency dedicated to the service of scholars, should be directed by persons who have at least had some training or experience as scholars. For this reason, in filling positions above the grade of GS-9, the Archivist gives considerable preference to persons who can show scholarly achievements approximately equivalent to those represented by a Ph. D. degree. This preference applies not only to the positions of experts but also to those of supervisors in the professional archivist's ladder. If no candidates qualified in all respects for promotion into the higher positions are available within the organization, the National Archives will not hesitate to go outside to find them.

In establishing a policy for staffing a professional organization one must decide to what extent and at what levels one is prepared to stratify personnel. The National Archives has always maintained a pretty clear distinction between professional and subprofessional positions and at present draws at least half of its professional archivists from the GS-5 register. It would rely more heavily on that register if the yield in talents were of a higher quality, and in time the register will doubtless be improved to the point where this can be done. Graduation of subprofessional and clerical em-

ployees into professional positions will become more difficult as the qualifications of persons on the register with whom they must compete becomes higher.

No register now exists for grades above GS-5, all higher positions being filled by promotion or reassignment within the General Services Administration, by transfer from other agencies, or (in rare instances) by authorized special recruitment. But the requirements noted above for positions of grade GS-11 or higher have somewhat the same stratifying effect at the GS-11 level as would setting up and using a separate examination for such jobs.

In order to reduce stratification and to provide for the continuous improvement of its personnel, the National Archives has inaugurated a broad program for training staff members and encouraging them to pursue such studies on the job and at universities as will enable them to meet the standards set for promotion. It cannot undertake to give every person who enters at the lowest professional grade all the training necessary for him to meet the requirements of higher grades. Advanced academic training is still left very largely to the enterprise of the employees themselves. The National Archives does, however, freely grant full- or part-time educational furloughs, during which employees may attend universities with an assurance that they may return to full-time employment and to a prospect of competitive advantage in the filling of higher jobs. It also offers many opportunities for scholarly work in the line of duty, which may, if well done, be accepted as the equivalent of an advanced degree. In the future, moreover, if pending legislation is enacted, some limited opportunities may be offered for advanced university study at Government expense in fields that are particularly germane to the work of the National Archives and Records Service. Such opportunities, if they materialize, should bring about a healthy emulation among all employees to prove their superior earnestness and ability.

All professional employees in the National Archives are encouraged to develop their knowledge in special subject areas concurrently with their more general competency as archivists. Supervisors are expected to give those under their direction, either formally or informally, intensive training in the special subject matter of the records with which they must deal. All professionals are encouraged to have some independent scholarly interest and to write for publication either on archival matters or on subjects for which the records in the National Archives provide important

source material. Publication in the *Accessions Journal* or the *Staff Information* series is assured for all significant and competent writings about the records or about archival problems. Such writings and scholarly contributions in history, economics, government, and allied fields; activity in learned societies; teaching advanced courses at a university; and purposeful travel — all are recognized as partial equivalents of graduate degrees.

In addition to its general provisions for encouraging employees to keep up their scholarly interests and qualify themselves for advancement, the National Archives has recently adopted a plan for attracting recruits of higher scholastic qualifications and for training them methodically in the rudiments of archival theory and practice. Under this plan the basic grade for full professional archivists has been raised from GS-5 to GS-7. Although archivists are still recruited at grade GS-5, that grade is now regarded only as an apprentice grade. Persons occupying GS-5 positions are subject to close and fairly constant supervision, whereas those in grade GS-7 positions are expected to perform their duties with only general instruction and limited review — usually on a spot-check basis.

Some adjustments have had to be made in the staffing pattern of the organization, and work assignments have had to be somewhat redistributed to support the higher basic professional grade. Chores that were formerly imposed on junior archivists are now more properly relegated to subprofessional employees. The effect of this adjustment has been to increase the general efficiency of operation and to raise the morale of most professional employees in the lowest grade. New employees during their first year are given an intensive course of training in archival theory and practice and a series of fairly exacting tests. Those who pass the tests with an average of 70 or better and produce a satisfactory test exercise in arrangement and description, besides performing their regular duties to the satisfaction of their supervisors, are automatically assigned at the end of the year to GS-7 positions as qualified professional archivists without having to wait for a vacancy to occur at that grade. Those who fail and have not already acquired Civil Service status are dropped from the service. Those who fail but have previously acquired status are reassigned to grade GS-5 subprofessional positions. Employees belonging to this third class are permitted to repeat the tests but not the course with the next training group; and, if they qualify, they are promoted. If they fail the second time, their reassignment as subprofessionals is made permanent.

The course is intended to develop in its members a broad versatility in their profession that will enable them to handle intelligently assignments involving unfamiliar subjects and records and so will make possible a greater degree of flexibility of assignment. It aims to give all GS-5 archivists a correct understanding of the overall organization and functions of the National Archives and Records Service and its place in the General Services Administration, a sound knowledge of basic archival principles, some mastery of necessary archival skills, and a general familiarity with all the more important record holdings of the National Archives. All professional employees in the National Archives need such training as well as an intimate knowledge of the holdings and operations of the particular branches in which they work. It is the essential minimum of information that all should have who are to render intelligent reference service and perform the other common duties of archivists. It needs to be given methodically and cannot economically be left to casual absorption.

The course for the fiscal year 1954 was given to all GS-5 archivists, including several who had been in the grade for a long time. The instruction consisted of required readings (for each of which mimeographed review questions were provided), weekly 2-hour lecture and discussion sessions, and practice finding-aid and arrangement projects, individually supervised. Each chief archivist described the principal holdings of his branch; the heads of the technical laboratories explained and demonstrated their work; and others most conversant with the several topics discussed appraisal policies, the principles of arrangement and description, documentary publication (including microfilm publication and historical editing), and the programs of the Federal Register Division, the Franklin D. Roosevelt Library, the Records Management Division, and the General Services Administration as a whole.

Each employee enrolled in the course was allowed 4 hours a week of official time to do the required reading and study and 48 hours for the practice finding-aid project.

There were five tests:

1. Verbal ability (an objective test composed of parts of several printed tests provided by the Civil Service Commission).
2. Professional knowledge, parts A-E (true-false and multiple choice).
3. Professional knowledge, part F (true-false).
4. Discussion test of professional knowledge and written expression (subjective).
5. Test finding-aid project. This test had to be accomplished in 6 days without supervision or coaching.

The first three tests were rated according to key by personnel of the General Services Administration Training Branch. The fourth was rated by a panel of four senior archivists, each acting independently without knowledge of the ratings given by the others and without knowledge of the identity of the examinees. The results are tabulated below. For each trainee the numerical grades received on tests 1-4 are given; the letters U or S for test 5 represent unsatisfactory or satisfactory completion of his finding-aid project. The letters A, B, C, and D, under the heading for test 4, head columns of ratings given by the four different readers of that test. The letter F after a trainee's number indicates his failure.

TRAINEE	TEST 1	TEST 2	TEST 3	TEST 4				Average	AVERAGE (Tests 1-4)	TEST 5 (Project)
	1	2	3	A	B	C	D			
1 F	49	69	81	63	50	61	72	62	65	U
2	65	85	84	<i>Resigned</i>						—
3 F	55	74	72	68	70	63	67	67	67	S
4	73	62	86	67	70	59	70	67	72	S
5	90	93	89	83	75	80	89	82	89	S
6	59	65	68	<i>Resigned</i>						U
7	84	83	77	71	70	65	79	71	79	S
8	70	78	77	71	70	65	70	69	74	S
9	63	76	70	73	70	69	76	72	70	S
10	74	86	86	74	50	70	72	67	78	S
11	80	90	84	90	80	82	86	85	85	S
12*	55	71	74	73	75	70	80	75	69	S
13	81	87	81	80	75	67	74	74	81	S
14	68	79	72	72	75	70	77	74	73	S
15	68	73	72	74	70	70	65	70	71	S
16	79	81	84	74	75	75	84	77	80	S
17	71	76	71	69	70	68	67	69	72	S
18	54	75	<i>Excused for the year on account of sickness</i>							—
19 F	62	71	67	61	70	58	54	61	65	U
20 F	70	69	67	64	69	61	68	66	68	S
21	76	89	81	82	75	71	84	78	81	S
22	61	81	81	85	85	91	86	87	78	S
23	80	88	90	85	80	74	94	83	85	S
24	83	86	81	80	85	81	80	82	83	S
25	67	89	79	85	80	82	84	83	80	S
26	54	75	85	80	70	71	76	74	72	S
27	81	89	86	79	70	70	87	77	83	S
28	79	92	79	75	75	74	79	76	82	S
29	58	81	75	69	50	75	70	66	70	S
30	65	87	79	67	69	59	60	64	74	S
31	68	81	74	74	70	70	68	71	74	S
32	84	79	72	68	70	60	65	66	75	S
33	71	90	84	81	85	82	88	84	82	S
34 F	42	69	67	57	50	58	54	55	58	U
35			82	78	75	68	86	77		S
36	<i>Entered late</i>									S
37	<i>Entered late</i>									S
AVERAGE:	69	80	78					73		

* Passed on special oral examination.

From this tabulation it appears that the grades on the two tests measuring verbal ability (tests 1 and 4) were relatively low. All but two members of the class made their lowest grade on one of these two tests. Nineteen made their two lowest grades on them. This result was, of course, to be expected in almost any group examined after a course planned mainly to impart factual information. It points, however, to a deficiency that is important for the National Archives.

Of the 34 employees (old and new) enrolled at the beginning of the course, 25 passed and were promoted; 2 dropped out on leaving the agency; 1 was excused for the year on account of sickness and permitted to wait and take the course with the 1954-55 group; 1, having made an average score of 69, was orally examined by a panel of five and passed; 5 failed to pass the course and, already having status, were transferred to GS-5 archives assistant positions. Of those who failed none were probationers without status, and therefore none were dropped from the payroll. [All who failed were given an opportunity to qualify by repeating one or more of the examinations.] The results of the examination correlated closely with the estimates of the trainees' supervisors — [those who failed the course were in all cases recognized by the supervisors as their weakest employees]; those whose examination grades fell in the upper quarter were recognized as the best qualified intellectually.

The testing feature of the course is of especial importance, for it accomplishes what has never been accomplished before — the early elimination of persons who have no aptitude for the work. Theoretically Civil Service rules have always allowed the dropping of unsatisfactory employees during their probationary year, but supervisors are seldom willing to exercise the authority given them in this regard, with the result that a number of employees not well suited for archival work have been carried along and a few, through compounded error, even have been promoted. The new plan brings out clearly and objectively the weaknesses of the trainees and removes from their supervisors the distasteful duty of passing adverse judgment on them. It also gives the "front offices" a chance to appraise directly the talents of junior members of the staff. The Director of Archival Management himself gave several of the lectures, presided over most of the discussions, and supervised some of the examinations, gaining in this way a good deal of firsthand knowledge of the trainees as persons.

In fiscal year 1955 the number of trainees has not exceeded eight at any one time; and it has, therefore, been possible to conduct the

lecture and discussion sessions on a more intimate basis. The members of the group meet in the offices or stack areas of the persons who conduct the sessions so that they can see the situations and records that are under consideration and discuss more freely and informally the problems presented. The sessions have been shortened from 2 hours to 1 hour, but the time allowed for practice finding-aid projects has been increased to 60 hours.

The objection has been raised that new recruits are not ready to receive training of the general and theoretical kind offered in the basic training course until after they have worked for some time with records. This objection, though not without merit, is outweighed by other considerations. Although it is true that brand-new recruits who have had no experience whatever with records have difficulty at first in relating the theoretical discussions to concrete realities, their concurrent practical experience on the job gradually overcomes this handicap; and their practical experience is made more meaningful for them by their theoretical study just as their theoretical study is made more significant by their daily experience. If the course in general theory were postponed until the new employees had had a year or so of practical experience, it might indeed be more easily understood by them; but the experience itself would be less fruitful of growth and would tend, as it has often tended, to fix in them a narrower conception of archival work than they are likely to receive from the combination of general study in a group of persons from different operating units and daily work with particular records in the units to which they are assigned. Beyond this there are three important administrative considerations:

1. In order to make the system work and bring the GS-5 professional recruits within their training year to a level of knowledge and proficiency that would justify promoting them to full-fledged professional status it was necessary to establish an intensive course, planned and carried out centrally. Such a course had, inevitably, to concentrate on the general principles and skills of the profession and on other matters of general relevancy, rather than go into such matters as special subject knowledge or familiarity with particular bodies of records. These latter elements can and should be acquired in the record branches.

2. Much that is taught in the course relates to procedures and regulations of the National Archives and Records Service, which have never been and can hardly be well taught in the operating units.

3. As has already been pointed out, the basic training course serves, with its tests, as a means of evaluating the capabilities of new employees before their probationary period has ended and facilitates the elimination of those who are unsuited to the work.

In fiscal year 1956 the National Archives plans to coordinate its basic training course with the general academic program in records and archives administration that has been offered by the American University in cooperation with the National Archives and the Maryland Hall of Records since 1939. As a part of this program the course will be open both to GS-5 archivists on the National Archives staff and to students enrolled at the university, and it will carry 6 semester hours of credit toward an academic degree or toward a certificate in archives administration for those who register for the course at the university. The university will make several scholarships available for National Archives trainees, enabling them to take for credit the inservice training course and one additional course in history, political science, or public administration.

The archives course will extend over two semesters and will be carried in the catalog of the university for the fall semester under the title "History and Administration of Archives: Principles and Techniques," to be given in the National Archives Building during regular office hours by the Director of Archival Management, Theodore R. Schellenberg. The spring semester will be devoted to inservice training projects, to be carried out during regular office hours in the record branches of the National Archives under the general direction of Dr. Schellenberg. The qualifying tests designed to select those on the National Archives staff who are to be promoted or dropped from the professional rolls will be in addition to the regular examinations required for university credit. All persons from outside the National Archives desiring to serve internships in archival work at the National Archives will have to do so during the 4 months of the spring semester.

One continuing handicap of the basic training course is the paucity of good literature dealing with problems that arise most frequently in the National Archives. The British and Dutch manuals are not wholly applicable to our problems. For this reason Dr. Schellenberg has written a textbook, entitled *Modern Archives: Principles and Techniques*, which incorporates the substance of lectures he gave last year as Fulbright lecturer in Australia. This book, soon to be published, will go far toward overcoming the present deficiency.

As a means of producing more specialized writings and carrying the inservice training program above the level of the basic course, Dr. Schellenberg has also organized a series of seminar conferences for senior archivists (section chiefs and some of their assistants)

to start in September 1955. The members of these conferences will study various professional topics and report their findings in papers, which will be subjected to group criticism. The topics to be covered in the first 2 years will relate particularly to the past record-keeping practices of the Federal Government — the conditions in the agencies that gave rise to each, the personal forces at work, the efficiency of the systems for administrative purposes, and their consequences for all archival operations.

It is hoped that many of the reports on these topics will be substantial enough to warrant their publication as *Staff Information Papers* or *Bulletins* of the National Archives or in the form of a single volume of collected essays.

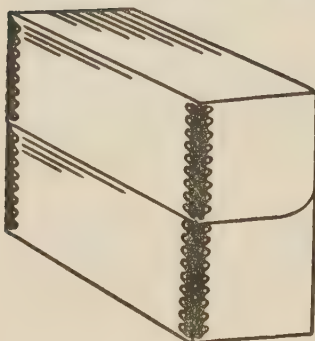
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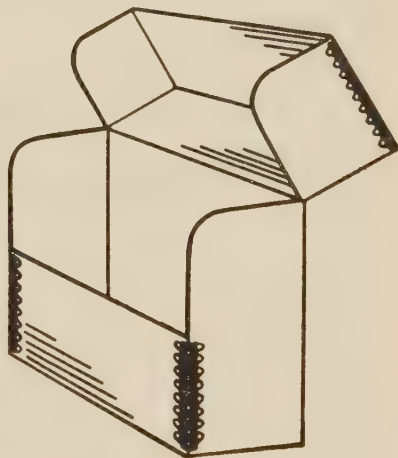
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The Archivist's Code

(Prepared for Use in the National Archives Inservice Training Program)

1. The archivist has a moral obligation to society to preserve evidence on how things actually happened and to take every measure for the physical preservation of valuable records. On the other hand, he has an obligation not to commit funds to the housing and care of records that have no significant or lasting value.

2. The archivist must realize that in selecting records for retention or disposal he acts as the agent of the future in determining its heritage from the past. Therefore, insofar as his intellectual attainments, experience, and judgment permit, he must be ever conscious of the future's needs, making his decisions impartially without taint of ideological, political, or personal bias.

3. The archivist must be watchful in protecting the integrity of records in his custody. He must guard them against defacement, alteration, or theft; he must protect them against physical damage by fire or excessive exposure to light, damp, and dryness; and he must take care to see that their evidentiary value is not impaired in the normal course of rehabilitation, arrangement, and use.

4. The archivist should endeavor to promote access to records to the fullest extent consistent with the public interest, but he should carefully observe any established policies restricting the use of records. Within the bounds of his budget and opportunities, he should work unremittingly for the increase and diffusion of knowledge, making his documentary holdings freely known to prospective users through published finding aids and personal consultation.

5. The archivist should respond courteously and with a spirit of service to all proper requests, but he should not waste time responding in detail to frivolous or unreasonable inquiries. He should not place unnecessary obstacles in the way of those who would use the records, but rather should do whatever he can to spare their time and ease their work. Obviously, he should not idly discuss the work and findings of one searcher with another; but where duplication of research effort is apparent, he may properly inform one searcher of the work of another.

6. The archivist should not profit from any commercial ex-

ploitation of the records in his custody, nor should he withhold from others any information he has gained as a result of his archival work in order to carry out private professional research. He should, however, take every legitimate advantage of his favored situation to develop his professional interests in historical or other research.

7. The archivist should freely pass on to his professional colleagues the results of his own or his organization's research that add to the body of archival knowledge. Likewise, he should leave to his successors a true account of the records in his custody and of their proper organization and arrangement.

Reports of State Archivists

By CHRISTOPHER CRITTENDEN ¹

North Carolina Department of Archives and History

IN undertaking to review the reports of State archivists throughout the Nation (and one from Hawaii), the writer is impressed by the lack of uniformity of the programs of the different States — in interest, in financial backing, in scope and efficiency, and in many other ways. The impression has been gained that, while a few of the States are doing topnotch work, many others still have a long way to go. The point that stands out in many of the reports is the pressing need for more space.

The reports differ widely. Some are typed, some processed, some printed. Some archives reports are issued separately, but many are merely parts of the reports of larger agencies. Some present a well-rounded and reasonably complete picture of what has been accomplished during the period under review, but many do not. First of all, it would seem, a report of this type ought to contain a comprehensive statement and at least fairly detailed information regarding the overall program. The lack of such a statement and of such information makes it impossible to gain an adequate idea of what has been accomplished.

While no national organization has or should have the authority to tell the State agencies just how they must prepare their reports, it seems that at least some degree of uniformity would be helpful. Certain data regarding budget, salary ranges, number of staff members, accessions, and other pertinent topics probably should be included in all reports. It would be useful if we could agree on our basic terminology — for example, on some unit for measuring records (the cubic foot would perhaps be best) — and not use such diverse terms as “boxes,” “new boxes,” “card boxes,” “storage boxes,” “manuscript boxes,” “linear feet,” and the like. It may be that the president of the Society of American Archivists will wish to refer this matter to a committee to study and report.

Of course the reviewer has been compelled to limit his attention

¹ The author, a past president of the Society of American Archivists, has been director of the North Carolina State Department of Archives and History (formerly the North Carolina Historical Commission) since 1935. In 1936-37 he was also State director of the Historical Records Survey for North Carolina, and in 1946-47 he was assistant director of the World War II records project of the National Archives.

to the reports that were sent him, a total of 26. From one-fourth of the States no reply was received. Eight States (Alabama, California, Connecticut, New York, North Dakota, Oklahoma, Pennsylvania, and Rhode Island) replied that they issue no reports. Two States (Georgia and Missouri) had no copies available to send at the time. The report from Mississippi arrived too late for inclusion in this discussion.

The comments that follow emphasize programs in the fields of archives and manuscripts and make no effort to present a complete picture of all the activities of every agency.

From ARIZONA comes the report (17 pp., processed) of the Department of Library and Archives, Mulford Winsor, director. The first 10 pages summarize the history of the library, which reached a climax with the provision of space in a new building in the late 1930's. The law authorizes State agencies, counties, and cities to transfer their noncurrent records to the department; and a considerable quantity has been transferred (though no exact figures are given), with the result that the department is now pressed for space.

Dolores C. Renze, State Archivist of COLORADO, reports (17 pp., processed) that the Division of State Archives and Public Records of the State Historical Society has continued its excellent program. During the year records administration has been emphasized. The chief need at present is for additional space.

The Public Archives Commission of DELAWARE, Leon de Valinger, Jr., State Archivist reporting (56 pp.), has carried forward one of the best rounded and most effective archives and records administration programs in the entire Nation — an example of what many of the rest of us ought to be doing.

The report (17 pp.) of the FLORIDA State Library Board, Dorothy Dodd, State librarian, mentions a few archives that have been acquired, but there is no real archival agency or program in that State.

The HAWAII Board of Commissioners of Public Archives, Agnes C. Conrad, Archivist (successor to Maude Jones, deceased), sends a three-page typed report which, though brief, indicates marked progress. The archives are being moved into a new building, where it is expected that the agency can much better serve the public. "National Archives methods will be used." The problem of disposal is also being faced. The present disposal committee is too large, and a smaller one would be more efficient.

The report (37 pp.) of the IDAHO State Historical Department,

Gertrude McDevitt, historian, contains biographical sketches of a number of Idaho writers, a statement regarding the rivers of the State, a list of historical markers, and finally, in the last six pages, lists of Idaho State archives (whether the total holdings of the Department or only those transferred during the biennium is not indicated) and of museum items, books, manuscripts, and newspapers accessioned during the biennium. The report is attractive in appearance, but to the present reviewer it gives no adequate picture of the program and accomplishments of the department.

In eight double-column pages of *Illinois Libraries*, March 1955, Margaret Norton, ILLINOIS State Archivist, tells of her accomplishments and also of her problems. The very large accessions during the biennium have necessitated the preparation of a completely new shelf list. Indexing of the records has been continued. Requests for service totaled 12,161, of which more than 63 percent were for State business — a proportion probably much larger than in many State archival agencies. The photographic laboratory has actively continued its program; and the State Records Commission, of which the Archivist is a member, has made progress in its program of records administration. The chief problem is that of space; a part of the archives building has been taken over for other purposes, so that the work of the division is badly cramped. The report, by one of our leading archivists, gives a good picture of what is going on in Illinois.

Margaret Pierson, Archivist of the INDIANA State Library, sends her typed draft (6 pp.) for the 1953-54 report. There are statistics on requests for service, archives received, newspapers, and the photographic laboratory. The chief needs appear to be for more space and additional personnel.

The reports (in *Kansas Historical Quarterly*, Winter 1954, pp. 288-304) of the secretary and the treasurer of the KANSAS State Historical Society, of which Kirke Mechem is the executive head, give a good picture of the society's activities. For the archives division the transfer of a number of important series and the acquisition of other records are reported; for the manuscript division, major accessions of the year; and for the microfilm division, the continuation of its work. The reports for these and other divisions indicate that the society is conducting an active and well-rounded program.

Bayless E. Hardin, secretary-treasurer of the KENTUCKY Historical Society, reports briefly (in *Register of the Kentucky Historical Society*, Jan. 1955, pp. 86-89) the accession of a few manu-

scripts and the completion "this month" of the "microfilming of the tax books, 1787-1875, for all the counties of Kentucky." Of particular significance, the Kentucky General Assembly has made the Kentucky Historical Society an independent agency of the State Government, has abolished the Department of Library and Archives and the Legislative and Law Library, has established a State Law Library, and has "made the University of Kentucky the central depository for public books and documents after June 30, 1950."

Morris L. Radoff makes his usual excellent report (62 pp.) for the MARYLAND Hall of Records. The chief new development has been the inauguration of a full-scale records management program, administered by the Hall of Records Commission. Evidently a great deal of progress has been made. One query: Is it worth while to fill more than 10 pages with a complete list of every volume, whether important or trivial, rare or common, that has been acquired by the library?

The report (30 pp.) of Secretary of the Commonwealth of MASSACHUSETTS, Edward J. Cronin, includes 18 lines for the Archives Division, concluding with the statement, "It is imperative that additional space be allocated to the Archives." Nearly a page is given to the public records division.

The fine report of the NEBRASKA State Historical Society, James C. Olson, superintendent (in *Nebraska History*, Dec. 1954, pp. 305-326), evidences an active and far-reaching program, which was greatly stimulated by the occupation of the society's new building. The only references to archives and manuscripts, direct or indirect, that the present reviewer has noted are statements that the Archivist made 8 addresses during the year and that the manuscript division of the library processed 54 collections, which are listed.

The report (15 pp.) of the director of the NEW HAMPSHIRE Historical Society is in the form of an address to the society. It makes good reading, but gives very little information regarding the program and accomplishments of the year.

As for NEW JERSEY, of the 10 mimeographed pages of the Division of State Library, Archives and History, State Department of Education, three and a half pages are devoted to the Archives and History Bureau (William Benedon, supervisor of public records; James M. Birch, supervisor of microfilm services). Actually, the report of this bureau is concerned almost exclusively with records administration — legislation, the State records center, records surveys, the program in local records, and microfilm operations.

This program appears to be active and effective. As to the field of archives proper, the report says practically nothing.

The report (76 pp.) of the NORTH CAROLINA Department of Archives and History, Christopher Crittenden, director, is dressed up in a slick blue cover with a picture and bears the title "Preserving North Carolina History." The report, which includes a number of illustrations, gives information on the department's program in the fields of historical markers, archives and manuscripts, museums, and publications, with 24 appendixes containing detailed factual data. The division of archives and manuscripts has continued its orthodox archival activities and has been active also in records management. Notable has been the occupation of the department's new, specially designed records center.

Erwin C. Zepp of the OHIO Historical Society (until 1954 the Ohio State Archaeological and Historical Society) presents a good picture (41 pp.) of the various activities of that organization. Insofar as archives are concerned, they began to be accepted by the society as early as 1927 but for many years no active program was undertaken. During the year under review the society has made a determined effort to enter actively the archives field.

From OREGON's Archivist, David C. Duniway (State Library), we have a unique eight-page printed report, "Oregon's Public Records; Their Management for Control, for Use; a Report of Activities for 1953-1954." The report shows in brief, eye-catching form the services rendered by the Archives, the advantages of microfilm and records administration, and the needs that should be met. It should be useful for selling the program to State and local officials and the general public.

Most thought-provoking of all the reports is that (37 pp.) of the SOUTH CAROLINA Archives Department (formerly Historical Commission), J. Harold Easterby, director. The General Assembly in 1954 passed a new basic act for the department, and Dr. Easterby discusses in detail the background for the various provisions of this act and the meaning of these provisions. The department has accomplished a great deal in several allied fields, especially in publishing. Its great and very pressing need is for a new building.

From the Archives Division (Robert T. Quarles, director) of the TENNESSEE State Library and Archives, we have four quarterly processed reports. A full-scale archives and records management program is just getting under way — on the right foot, it appears. Of particular interest is the procedure, authorized and begun in 1955, of sound-recording the proceedings of both houses of the

legislature. The division has made use of a considerable number of temporary (frequently also part-time) employees, and the present reviewer cannot but wonder how efficient such a procedure will prove over a long-time period.

Seymour V. Connor, Archivist of the Archives Division, TEXAS State Library, sends carbon copies of the seven typed pages which constitute the division's report. When Dr. Connor took over on September 1, 1953, he found the archives in considerable disorder, and since that time he has obtained at least overall control through the preparation of an inventory. The report includes an "Analysis of Archival Functions," which presents a good bird's-eye picture of the division's program. A series of publications of the archives of Texas is planned, by "low-cost multilith offset process."

The UTAH State Historical Society reports (12 pp.) that the State Archivist was not appointed until the day after the close of the reporting year. This agency is just getting started on a program in the field of archives and records administration. More space for archives is badly needed.

For the VERMONT Public Records Commission Olney W. Hill, the director, presents an attractive and adequately prepared 32-page report. The commission is conducting the State's recently initiated records administration program and appears to be rendering a very real service. The most essential need is for a new building. The report includes a sketch of the plans for one.

Two of the 14 pages of the report of the VIRGINIA State Library cover the Archives Division, headed by William J. Van Schreeven. The program, one of the best in the Nation, has been carried on according to its previous high standards. To the present reviewer it seems unfortunate that more detail is not included and that the report is printed in type so small.

The report of the Division of Archives (Robert C. Nesbit, supervisor), Department of Public Institutions, State of WASHINGTON, fills only 1½ pages of a 237-page report. The division has been concerned for the most part with records administration—microfilming, disposal, and other similar activities. Careful attention is being paid to the preservation of records of historical value.

The Archives Division, State Historical Society of WISCONSIN, J. E. Boell, Chief Archivist, has sent only 3 typed pages to cover an 11-month period, but these pages are packed with information concerning a program that is just getting under way but that already

is becoming one of the best in the country. The division is operating in the fields of both archives and records management for State and local government units and also is setting up the archives of the University of Wisconsin.

Lola M. Homsher, director of the WYOMING State Archives and Historical Department and the State Museum, has presented an attractive 20-page report. With a staff of only four full-time employees, the department is endeavoring to function through three separate divisions. In the field of archives and records administration, Dorothy K. Taylor has conducted a survey and has made a number of pertinent and useful recommendations. The Archives Division, "as yet in its infancy," is seeking to put these into effect.

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Use of Cataloging Techniques in Work With Records and Manuscripts

By DOROTHY V. MARTIN ¹

*Burton Historical Collection
Detroit Public Library*

CHECKLISTS, inventories, registrations of record groups, calendars, all are tools for the control and servicing of record collections. The catalog is another variety of tool.

Its function is to serve as a key to the collections *as a whole*, to the description of the items composing it, to their location, and to the more important personal names, the corporate names, and the subjects covered. The catalog itself is composed of entries, known as main and added entries, each giving a physical and a subject description of the items in the collections; and these entries, when filed together in an alphabetical or other arrangement, give us, in a single tool, an instrument of control over all our collections.

Cataloging is the process by which the results of our examination of collections are recorded in the entries which make up our catalog.

It has been said that cataloging consists of recording who, what, where, when, and how much. That is a perfect definition of the physical description of material. For each item of our collections, the main entry in the catalog will carry the answers to those questions in just that order. Who was responsible for the production of the item? What is its nature as described either by its creator or, in the absence of a ready-made description, by the cataloger? Where did it originate? What date or dates of production can be found? What is the amount of material? The answers to these questions the cataloger arranges in a certain order, consistently adhered to.

¹ Since 1951 Miss Martin has been curator of manuscripts in the Burton Historical Collection, Detroit Public Library. Before that time she was a staff member successively of the Historical & Philosophical Society of Ohio and the National Archives, where she engaged in both library and records work.

This article is an adaptation of a lecture by Miss Martin given in recent years before the American University's summer institute on the preservation and administration of archives and other courses for training archivists and manuscript custodians.

There are some preliminaries to cataloging. When manuscript material is acquired, the first record made is the accession record. This usually consists of a brief description of the material, its source, its cost if a purchase, and the date of its receipt. An accession number shows the place of a given accession in its order of acquisition and may be used as a control number during the interim between acquisition and cataloging. The accession record is usually made in an accession book, printed with appropriate column headings, or on some kind of printed form. It is wise also to keep an alphabetical donor file.

The next step is examining of the accession; and this, we all agree, is where the fun and thrill of work with manuscripts come in. We all know what varieties of things we are apt to find — letters, receipts, account books, diaries, reminiscences, minutes of the meetings of clubs or societies, or even such archival estrays as minutes of county courts; the handwritten versions of sermons, speeches, poems; printed forms filled in by hand, broadsides and handbills, clippings, manuscript maps, blueprints, printed programs, engraved invitations, calling cards, photographs, drawings, scrapbooks — any or all of these things may constitute the personal papers of John Doe or the archives of a church, business firm, or club.

Their form and condition will vary. The letters will be loose, some with envelopes, many without. The account books, the diaries, the minutes, and perhaps the receipts are likely to be bound volumes. The reminiscences, sermons, and speeches are probably loose papers tied together in some way, with string or ribbon, now faded. The clippings, programs, invitations, and calling cards are sometimes mounted in scrapbooks, sometimes loose.

The sorting of this miscellany is a delicate task, because the first handling will reveal any significant arrangement, or the lack of it, and will reveal the names of correspondents and organizations, the period covered, and the subject matter, on all of which it is wise to take notes as you go.

The object of this miscellaneous sorting is to determine the *catalogable unit*, which may be defined as a collection of mutually related items, such as the letters comprising the correspondence of an individual or the single manuscript unrelated to any other item in the collection. The catalogable unit is not necessarily identical with the accession; in fact, an accession such as I have described above, supposing such an accession were received, had better for purposes of cataloging description be broken up into several catalogable units. This should be done because the association of

private papers is often more likely to be accidental than designed and also because the entire *fond* may not be acquired at one time. Instead it may come in several accessions, in the course of several house-cleaning seasons, with letters that fill in gaps here and there, or the missing minute books, or the middle part of the diary. A prime characteristic of papers accumulated by an individual is the variety of interests, and often the interests represented by an accession will be better described as several smaller collections. Even though you prefer to keep your accession together physically, you would in any case, in your brief description of the contents of the accession, list the units represented, and these would then probably be arranged on the shelves in the order of the list.

Usually also, maps, pictures, microfilm, and broadsides and other printed items, are, because of their form, automatically removed from the accession and accorded special treatment. For example, broadsides are arranged chronologically in a separate collection and probably are not cataloged individually. Maps must be stored in special cases because of their size and are likely to be arranged geographically. Microfilms also must be segregated because they must be shelved in special containers, but they would be cataloged in the customary manner. Fortunate is the manuscript curator who can hand over the pictures to the custodian of the picture collection; otherwise he must start his own collection, and this involves a whole field of new problems, not to be discussed here.

As an example of an accession containing several catalogable units I shall choose the Cole papers, which I was given to examine in my apprentice days at the Minnesota Historical Society. These papers were two cartons of miscellaneous papers that had been given to the manuscript division by Vera Cole of Minneapolis, donor of two previous gifts, which had yielded three catalogable units: the Cole and Hammond (lumber company) papers, the Pioneer Savings and Loan Co. papers, and the Oak Grove Tennis Club papers. The new accession contained additional material to be added to the Pioneer Savings and Loan Co. papers and a new catalogable unit, the series of papers of the Business Women's Holding Co. from August 1925 to March 1926, among which were correspondence, bills, receipts, contracts and specifications, and blueprints relating to the construction of the Business Women's Club. Each unit or group of papers received its full cataloging treatment and was entered in the catalog under its own name and subjects.

To return to our imaginary accession, we might have found that it contained several catalogable units. The letters might constitute the correspondence of John Doe and might make a unit by themselves. Another catalogable unit might be the minutes of club meetings, the volumes arranged by date. The formal writings of an individual, represented by the sermons, addresses, poems, or other belle-lettres, could be cataloged either as a group under the title, "Sermons, addresses, and other writings of John Doe," or individually, depending upon the importance of the author. If they were cataloged as a group, it would probably be necessary to give at least the more important individual titles in a note.

Account books may be personal, but they are more often related to a business or other institution; in this case we would have as many catalogable units as there were firms represented.

Or we might find our accession to consist of the correspondence of the secretary of a society, and we have also the minute books, account books and receipts, some printed programs, and a scrap-book belonging to the society, as well as the manuscripts of several addresses and a commemorative poem delivered at an anniversary meeting. Here is our catalogable unit; it might be that in this case the accession and the catalogable unit would coincide. The arrangement within the collection would probably be, first, the correspondence arranged chronologically; second, the minute books; third, the account books; fourth, the receipts, all arranged by date; fifth, the addresses and the poem arranged alphabetically by author; sixth, the programs arranged chronologically; and last, the scrap-book.

Having examined the accession and decided upon the catalogable unit or units, and in the process having arranged our collection neatly in folders and inserted the folders in boxes of appropriate size, our next step is to use the copious notes we have been taking to describe the collection — in other words, to catalog it.

The first problem which confronts the cataloger is the problem of *entry*. Much manuscript material will consist of the papers of some individual, presenting the problem of *personal name entry*. It is comparatively easy to find biographical data. Biographical sources abound to inform you of the life and activities of national, State, and local figures, and incidentally to establish their full names and the dates of their birth and death. For the most obscure, recourse can be had to the obituary columns of newspapers. Many historical societies maintain indexes to vital statistics that lead to this eulogistic type of biography.

But much manuscript material and most, if not all, archival material raises the problem of the corporate entry. That is, the material will have been created by some Federal, State, or local government agency, some business firm, church, society, college, or other collective establishment, which will frequently have had quite a checkered career. The body creating the records may have undergone reorganization involving a change of name, or it may have absorbed a predecessor body, or it may itself have been the result of a merger of two or more predecessor bodies. Or it may have undergone, while maintaining its identity, a transfer from one larger body to another.

Consider, for example, the case of the Foreign Economic Administration. The Foreign Economic Administration was created within a larger body as the result of the merger of three predecessor agencies and the transfer of part of the functions of a fourth. Later it absorbed certain functions of two other bodies. Finally it was terminated, and its functions were distributed among three departments and an independent agency. This is, unfortunately, all too typical an example.

In any case the cataloger will find himself faced with a major research job in answering his first question, "Who was responsible for the creation of this material?" He must be thoroughly familiar with the history of the agency whose records he is examining in order to establish the correct form of the name and, more important, to identify material belonging to that agency, under no matter which of its earlier names. Let me here suggest a few tools to assist the archives cataloger.

The worker with Federal records should of course know the *United States Government Manual*, which the Office of Government Reports issued twice a year, 1939-48, and which the Federal Register Division of the National Archives and Records Service has since then issued annually. In the *Manual* the cataloger will find a brief history of the agency in question, with a description of its functions and the names of officials.

Basic brief histories of State governmental agencies, as well as lists of their publications, can be found in R. R. Bowker's *State Publications; a Provisional List of the Official Publications of the Several States of the United States from their Organization* and in Adelaide R. Hasse's *Index of Economic Material in Documents of the States of the United States*. Bowker's four volumes were published by *Publishers' Weekly* from 1899 to 1909, and they cover the period up to the date of publication of each volume.

Miss Hasse prepared her study, completed for 13 States, for the Department of Economics and Sociology of the Carnegie Institution of Washington. All volumes were completed through 1904, and the following States were covered: California, Delaware, Illinois, Kentucky, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont.

Excellent as these two publications are for the periods they cover, they must of course be supplemented if possible by more recent sources. Ohio, for example, has had three major reorganizations of its government since 1904, and the same is true of many States. The Council of State Governments has published, beginning in 1935, a biennial entitled *The Book of the States*, which gives for each State a list of officials and departments. The cataloger of State archival material will find much useful information in the manuals or blue books for his State, and he will find a good list, entitled "State Manuals, Blue Books, or Rosters," in Jerome K. Wilcox's *Manual on the Use of State Publications*. Some years ago Dorothy F. Lucas compiled, for the New Jersey Department of Education, Division of State Library, Archives, and History, a *Bibliography of New Jersey Official Reports, 1905-1945*, thereby bringing Hasse up to date, for New Jersey.

The worker with municipal or county archives will find the Historical Records Survey inventories of great assistance, and all catalogers should have available their State laws or local ordinances. Often individual agencies, not only Federal but also State and local, will have published leaflets or handbooks describing their creation, organization, and functions; and of course their printed reports and organizational charts are a prime source of information.

There are certain rules of entry to use as guides in choosing the form of entry. One rule, for example, provides that entry is usually made under the name of the office rather than under the title of the officer except where the title of the officer is the only name of the office. For instance, one would use *U. S. Office of education*,² not *U. S. Commissioner of Education*, but *Illinois. State Entomologist*. Another rule provides that Government bureaus or offices subordinate to an executive department, ministry, or secretariat are entered directly under their names and not as subheadings; as, *U. S. Bureau of insular affairs*, not *U. S. War dept. Bureau of in-*

²The capitalization used in the discussion of entries and in the sample entries given later is that of the Library of Congress catalog.

sular affairs, and later, *U. S. Dept. of the interior. Bureau of insular affairs*. The corollary to this rule is that divisions, regional offices, and other units of departments, bureaus, commissions, and so forth, to which they are subordinate, are entered as subheadings; as, *U. S. Dept. of agriculture. Division of botany*, not, *U. S. Division of botany*. There are similar suggestions for all types of legal and social organizations. As a guide to the form of entry, the cataloger can follow that section of the *A. L. A. Catalog Rules, Author and Title Entries* devoted to "Corporate Bodies as Authors."

The cataloger's research into the history of his agency will have given him a few facts and citations that he will wish to preserve as a history card. This history card will contain the following information:

1. Heading
2. Creation and organization of the unit
 - a. Official and/or popular name
 - b. Act or method, with date
 - c. Relationship to other agencies
 - d. Original organization and any later changes in organization and name
3. Purpose and functions
4. Dissolution or merging of the unit with another unit

Such information will be given briefly on a separate card to be filed at the beginning of a group of entries under the corporate entry in the catalog. The cataloger will record as cross references all the variant forms of the name, and these will be interfiled with the descriptive cards. For the Foreign Economic Administration, for example, a full set of history and cross reference cards would be something like this.

First, the history card:

U. S. Foreign economic administration.

Established within the Office for emergency management by Executive Order 9380, of Sept. 25, 1943, in order to unify and consolidate governmental activities relating to foreign economic affairs. The order transferred to the Administration the Office of lend-lease administration, the Office of foreign relief and rehabilitation operations, the Office of economic warfare (together with the agencies and functions transferred thereto by Executive Order 9361, of July 15, 1943), and the foreign economic operations of the Office of foreign economic coordination. Executive Order 9385, of Oct. 6, 1943, transferred the foreign procurement activities of the War food administration and the Commodity credit corporation to the Foreign economic administration. By Executive Order 9630, dated Sept. 27, 1945, the Administration was terminated and its functions were distributed among the Departments of State, Commerce, and Agriculture, and the Reconstruction finance corporation.



Second, the cross references:

U. S. Office for emergency management. Foreign economic administration

see

U. S. Foreign economic administration



U. S. Office of lend-lease administration

see also (after Sept. 25, 1943)

U. S. Foreign economic administration



U. S. Office of foreign relief and rehabilitation operations

see also (after Sept. 25, 1943)

U. S. Foreign economic administration



U. S. Office of economic warfare

see also (after Sept. 25, 1943)

U. S. Foreign economic administration

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The research outlined above, which goes into the history card, need be done only once for each agency. Once done, all the series contained in the records of that agency can be cataloged after a simple checking of the card catalog to see that the entry has been established. Additional research need be done only in the case of additional changes in organization.

The next question is, what is the nature of the material to be described? Practically none of our material will have readymade titles. It will be known as the records of Such and Such an agency, or the papers of General So and So, and will consist of series of correspondence, memoranda, reports, sample forms, accounts, minute books, and so forth, as in our imaginary accession described above. When we have completed our examination, we shall need to supply a title, at once comprehensive and concise, describing the most important kinds of records in our collection. The first word of this title paragraph should be a word describing the type of material, such as "correspondence," "sermons," "account books," "minutes," and so forth. We do sometimes have to resort to so vague a term as "papers" when a collection is very miscellaneous, but it is much better to specify if we can.

This title, together with the main entry, is used to label the containers in which the collection has been placed.

The statement of dates in the title paragraph should be of dates *covered* by the material to be described. The following table of date styles should prove very useful to the cataloger of archival or manuscript materials:

1. Use day date for anything issued more frequently than monthly;
e.g., Jan. 1, 1901-Dec. 31, 1902
2. Use month date for anything issued more frequently than annually,
e.g., Jan. 1901-Dec. 1902
3. Annual (calendar year) 1935
Annual (fiscal year) 1934/35
4. Biennial (calendar year) 1934-35
Biennial (fiscal year) 1934/36
5. 2 annuals issued as combined volumes for 2 calendar years 1934/1935
6. When a report does not cover the calendar year, make a note giving terminal date; e.g., Report year ends June 30

It might be further said that dates should be as specific as possible. For example, if the series being cataloged contains less than 2 full years, the inclusive dates should include the first and last months rather than the years alone, for example, Aug. 1936-Mar. 1937, rather than 1936-37.

The statement of quantity usually depends on the type of container used in the individual manuscript depository. The cataloger must describe both bound and loose or unbound material. He will usually find it better to give his statement of quantity of unbound material in linear inches or feet, depending upon the extent of the material, though he might say, "10 inches in 4 letter-size boxes," or "3 feet in 1 4-drawer filing case." Bound material, on the other hand, might be given in number of volumes. To give the size of a volume is often useful, and approximate size may be given according to the following table:

- D - duodecimal, under 20 cm. high
- O - octavo, 20 to 25 cm. high
- Q - quarto, 25 to 30 cm. high
- F - folio, over 30 cm. high

These symbols may be used preceded by the following abbreviations:

- Nar. - narrow, width less than $\frac{3}{5}$ height
- Sq. - square, width more than $\frac{3}{4}$ height
- Obl. - oblong, width more than height

The process of cataloging described thus far has produced information for: (1) the main entry, (2) a paragraph descriptive of the title, (3) the period covered, and (4) the quantity of ma-

terial being cataloged. This information constitutes the minimal physical description of our material and might be summarized as follows on a catalog card:

Location
symbol

Main entry.

Title paragraph, continued to second line,
if necessary, at first indention.
Period covered.

Quantity, including size.

○

It is possible that the physical description of our material may be adequately achieved at this point, as for example in the case of a single document. In this case the cataloger's information could be summarized in the following style:

Location
symbol

U. S. General land office.

Military bounty warrant for land in Hamilton county, Ohio, granted to John Doe. Dec. 26, 1821.

1 l. D.S.

○

Such an entry needs no further explanation to make its nature clear.

It is, however, often necessary to supplement the title paragraph with additional notes, especially when cataloging collections of great variety or extent. In his note the cataloger will want to mention any significant correspondent or any considerable body of references to a particular subject, or call attention to a single important item, group, or type of manuscript included in the collection. The note may be used to point out the relationship of these items to other collections. In the note also will be given the arrangement of the material and the existence of readymade indexes accompanying the records. Reference might also be made to publications referring to the collection. The cataloger's information, thus expanded, could be set down in the following style:

Location
symbol

Main entry.

Title paragraph, continuing to second line,
if necessary, at first indentation.
Period covered.

Quantity, including size.

Descriptive paragraph, continuing to next
line, at first indentation.

O

An example would be:

Location
symbol

Doe (John) papers, 1801-1899

1 box, 2 vols.

Correspondence, 1861-1863, arranged chronologically, relating to Doe's experiences as captain of Company G, 5th Regiment, Ohio Volunteers; a diary kept by him during this period; and an account book. More than half of the letters were written to his mother, Mrs. George Doe. Included is a note from General Sherman, commending Doe for bravery in the battle of Pine Knob.



Such a note partakes of both aspects of the technique of cataloging: the physical and the subject description of material. While further analyzing the parts of the material cataloged, it at the same time gives the searcher some idea of its subject content.

A catalog composed only of such main entry cards would be of little use in locating specific names or subjects, however, unless it was indexed in some way. The cataloger will find that each subject mentioned in the title paragraph or descriptive note can be expressed in a word or brief phrase, called a subject heading. Entries for these subjects, with entries added for the personal and corporate names mentioned in the descriptive note, constitute the index. A list entitled *Subject Headings Used in the Dictionary Catalogs of the Library of Congress*, and the supplements to it, can be a suggestive source of the style of the headings; and this is especially true of the history headings. The demands of a manuscript collection, however, will require fewer *general* headings which stand for an idea or a branch of the field of knowledge, such as *Agriculture*, and more headings minute and highly specific in character, such as *Agriculture - Ohio - Hamilton county*. It may even be feasible to invert the heading, making it read: *Hamilton*

county, Ohio – *Agriculture*, depending upon whether your interest in aspects of the county's history is stronger than your interest in the subject of *Agriculture*.

Whichever subjects he chooses as being descriptive of the material he is cataloging, the cataloger "traces" them on the main entry card, that is, he lists them on the verso of the card. Thus, on the card for John Doe's military bounty warrant would be traced the subjects:

1. Land titles – Registration and transfer
2. Bounties, Military – U. S.

There would also be an added entry for the personal name, John Doe:

1. Doe, John, 1769-1850

Similarly on the card for the John Doe papers would be traced the following subjects and added entries:

1. U. S. – History – Civil war – Personal narratives
2. Ohio volunteers, 5th regiment, Company G
3. Pine Knob, Battle of
- I. Doe, Mrs. George
- II. Sherman, William Tecumseh, 1820-1891

Since the catalog is a *card* tool and not a *printed* tool, the index will also be on cards, subject headings and added entries for personal and corporate names being interfiled with the main entries. Each card is a reproduction of the main entry card. Such a card is the *unit card*, which is "a basic catalog card, in the form of the main entry, which when duplicated may be used as a unit for all other entries for that work in the catalog by the addition of the appropriate headings." The familiar Library of Congress printed card is a unit card well known to all users of libraries. Printing, of course, is not the only means of duplicating; there are a number of hand-operated and machine-operated duplicating devices on the market. A visit to your local A. B. Dick and IBM sales offices will supply you with information about them.

The cataloger would have typed up or otherwise reproduced, then, as many copies of the main entry cards as the total number of subject headings and added entries he has traced, and at the top of each copy he would add one of the subjects. For example, the card for our first subject heading, traced for John Doe's military bounty warrant, would look like this:

LAND TITLE - REGISTRATION AND
TRANSFERLocation
symbol

U. S. General land office.

Military Bounty warrant for land in Hamilton county, Ohio, granted to John Doe. Dec. 26, 1821.

1 l. D.S.

○

and for the John Doe papers:

U. S. - HISTORY - CIVIL WAR - PERSONAL NARRATIVES

Location
symbol

Doe (John) papers, 1801-1899.

1 box, 2 vols.

Correspondence, etc., etc.

○

These cards, when interfiled in alphabetical or "dictionary" arrangement, serve to bring together under the same heading material from widely different sources. A good guide to dictionary type filing is the *A. L. A. Rules for Filing Catalog Cards*, published by the American Library Association in 1942. The rules for "Corporate Entries" and for "Numerical and Chronological Arrangement," and in Appendix 1 the rules for "Place Arrangement" should be especially helpful to the cataloger of archival and manuscript material. Further variations of the alphabetical and classified styles of filing are possible, and a well worked-out system of guide cards will facilitate filing and use.

We have seen how, through the descriptive note, attention can be called to a single important group or type of records included in the collection, and how further attention can be called to it through a subject heading or added entry. Still another method for giving prominence to some especially significant part of a collection is the analytical entry. For example, let us suppose that we are particularly interested in any scrap of paper written by General Sherman. Then, instead of giving him a mere added entry, and making the searcher read the entire descriptive note to see why we did so, we will make a main entry card under the General's name, which will describe with exactness the document he wrote and will include a reference to the collection which contains it. The card will be as follows:

Location
symbol

Sherman, William Tecumseh, 1820-1891

To John Doe. Lancaster, O., Mar. 16,
1863.

1 l. A.L.S.

(In Doe (John) papers)

This will be traced on the main entry for the Doe papers as:

anal.: Sherman, William Tecumseh, 1820-1891.

It will then be interfiled among the other cards in its alphabetical place, where it will stand next to other main entry and subject cards representing Sherman material in other widely separated collections.

The catalog composed of such cards is obviously a compromise. It does not give the name of every correspondent and recipient represented by your collections, but only the names of those most important — as in the case of John Doe's mother, because of the many letters addressed to her, or, as in the case of General Sherman, because of historical significance. (If you require an entry for every correspondent's name in your entire collections, it will be necessary to keep a supplementary letter file.) Neither does it give you any date approach, except through headings like *U. S. — History — Civil war*.

Such a catalog, in other words, is only partially analytical of the depository's holdings. Its usability depends heavily upon the care and intelligence which go into the composition of the descriptive note. Here is revealed the cataloger's knowledge of history in general and of the local scene in particular, and here also is revealed his judgment in the matter of emphasis.

You must remember that the purpose of this form of cataloging is to organize miscellaneous collections quickly. The relative importance of manuscripts varies with the passage of time and with the change in historical approach. For the purposes of comparatively speedy organization and adequate reference control, such cataloging provides the essential minimum. Then, if a collection merits such treatment, special editing processes can be applied to it, such as calendaring or indexing; and the products of these special treatments then become integral parts of the collections and would be noted on the catalog card.

As Howard H. Peckham says, "The curator's duty ends with steering the reader to the right or relevant collection, wherein the reader's subject is, or is likely to be, mentioned. Then it is for the reader to discover what he can, and he should be prepared to dig through a peck of chaff to reach his grain of wheat. That is what constitutes research."³

³ "Arranging and Cataloguing Manuscripts in the William L. Clements Library," in *American Archivist*, 1: 215-229 (Oct. 1938).

BIBLIOGRAPHICAL NOTE

Until recently little has been written that serves as a guide to the cataloging of typical American manuscripts, though there is a large literature on cataloging ancient and medieval illuminated manuscripts, parchments, and incunabula. Cannon's *Bibliography of Library Economy . . . 1876-1920* lists two articles on cataloging before 1900, only one of which is American: the "Note on the Cataloguing of Manuscripts," in the English *Library Chronicle* in 1885; and Henry M. Lydenberg's "Historical Manuscripts and Prints in the New York Public Library and the Method of Cataloguing Them," in the *Library Journal* for 1899. The fourth edition of Cutter's *Rules for a Dictionary Catalog*, published in 1904, devoted 3 pages, in the section on "Cataloguing Special Publications and Other Material," to a discussion of manuscripts prepared by Worthington C. Ford. The *Annual Reports* of the Librarian of Congress, from the establishment of the Division of Manuscripts in 1898, occasionally have discussed cataloging methods briefly, as in the report for the year ending June 1901; and it is possible to glean a good deal of information from the reports of other libraries and historical societies.

The first systematic handbook devoted to the work of a manuscript depository was issued by the Library of Congress in 1913. This was John C. Fitzpatrick's *Notes on the Care, Cataloguing, Calendaring, and Arranging of Manuscripts*, which subsequently went through three editions, the last in 1934. Although the sections on "Storage Devices," "Repairs," and "Mounting and Binding," are now superseded, much of the advice and many of the admonitions on cataloging manuscripts are still of great value to the present-day curator. For example, it is still true that the "first handling of a mass of manuscripts is often the most important and needs the ripe judgment and trained hands of the experienced archivist."

A brief note on "Manuscripts in the Huntington Library," by R. B. Haselden of that Library's Division of Manuscripts was printed in the *Library Journal* for September 15, 1928; and a somewhat more extensive article by H. C. Schulz, entitled "The Care and Storage of Manuscripts in the Huntington Library," was published in the *Library Quarterly* for January 1935. The first of these articles described the three files which made up the card catalog, while the second described the stack arrangement, which involved a division of collections into subject groups.

Next in the chronology of writings was the handbook entitled *The Care and Cataloguing of Manuscripts*, prepared by Grace Lee Nute of the Minnesota Historical Society and published in 1936. Much more ambitious than its predecessors, this study gives a detailed analysis of the various types of material to be found in a manuscript depository; a description almost amounting to a schedule of the classification scheme employed at Minnesota; and an account, with examples, of the entire accessioning and cataloging process. It was intended to be used in conjunction with the special bulletins, *Guide to the Personal Papers in the Manuscript Collections of the Minnesota Historical Society* and *Copying Manuscripts*, and with such other guides and

calendars as might from time to time be issued. This handbook, far more detailed than the other works cited, gives the reader an excellent conception of the flow of work and the organization of a manuscript division staff.

Interest in arriving at a rationale of work with manuscripts was greatly stimulated in the midthirties by the Historical Records Survey and by the formation in 1933 of the Committee on Archives and Libraries within the American Library Association. The reports of this committee appeared from 1933 to 1938 with those of the Committee on Public Documents in the latter's report, entitled *Public Documents*, and from 1939 to 1940 in its own *Archives and Libraries*. These reports are usually quite brief and frequently confined to the discussion of a single aspect of manuscript work. Included in the *Manual of the Survey of Historical Records*, as supplement no. 6, was "The Preparation of Guides to Manuscripts" (1937), especially helpful for calendaring.

Other articles of great interest have appeared from time to time. Arthur H. Cole, then librarian of the Baker Library of the Harvard Graduate School of Business, wrote for the *Library Quarterly* of January 1938 his "Business Manuscripts: Collection, Handling, and Cataloging." That same year, in the October issue of the *American Archivist*, Howard H. Peckham presented his "Arranging and Cataloguing Manuscripts in the William L. Clements Library" (see *ante*, n. 3). In October 1941 the *American Archivist* published Ruth K. Nuernberger's "A Ten Year Experiment in Archival Practices," which described her experiences as curator of the Duke University Library Manuscript Division. The *Library Quarterly* for April 1942 carried an article entitled "Manuscript Collections in the General Library," by Ellen Jackson. A detailed account of procedures at the Alderman Library was given in the thirteenth *Annual Report*, 1942/43, of the University of Virginia Library. An adventure in cataloging the small archives of a religious congregation of teaching sisters was reported by Sister Mary Paschala in "Preluding History," in *Illinois Libraries* for June 1944.

These comprise the principal writings up to 1945⁴ on the theory of cataloging typical American historical manuscripts, but there are, in addition, many publications of the guide or calendar type which illustrate, however unintentionally, the application of cataloging theories. Some of the best of these are the *Guide to the Manuscript Collections in the William L. Clements Library* (1942), *A Checklist of Manuscripts in the Edward E. Ayer Collection* at the Newberry Library (1937), and the *Guide to the Manuscripts of the Wisconsin State Historical Society* (1944). Any list could be expanded by the inclusion of the many guides and calendars prepared by the Historical Records Survey, and by reference to the annual reports of libraries and historical societies.

⁴ EDITORS' NOTE: Although the author has pointed out that her bibliography is not "up to date," we are printing it for the valuable information it contains.

General Legislation for Presidential Libraries

By ELIZABETH HAWTHORN BUCK ¹

National Archives

ON August 12 last, President Eisenhower signed a joint resolution to provide for the acceptance and maintenance of presidential papers and libraries, a piece of general legislation of great interest to archivists, librarians, and scholars.² The Franklin D. Roosevelt Library, the first such repository to be administered by the Federal Government, was accepted by special legislation applying only to that library.³

The new legislation amends the Federal Property and Administrative Services Act of 1949 by authorizing the Administrator of General Services

to accept for deposit . . . the papers and other historical materials of any President or former President of the United States, or of any other official or former official of the Government, and other papers relating to and contemporary with any President or former President of the United States, subject to restrictions agreeable to the Administrator as to their use; and . . . to accept for . . . the United States, any land, buildings, and equipment offered as a gift to the United States for the purposes of creating a Presidential archival depository, and to take title to such land, buildings, and equipment on behalf of the United States, and to maintain, operate, and protect them as a Presidential archival depository.

Still more broadly, the law authorizes the Administrator to enter into agreements

with any State, political subdivision, university, institution of higher learning, institute, or foundation, to utilize as a Presidential archival depository land, buildings, and equipment . . . to be made available . . . *without* ⁴ transfer of title to the United States, and to maintain, operate, and protect such depository as a part of the national archives system.

The resolution provides, however, that the Administrator shall submit to Congress a written report concerning any proposed de-

¹ Mrs. Buck, a member of the National Archives staff since December 1948, has been associate editor of the *American Archivist* since 1952.

² Public Law 373, 84th Cong., 1st Sess.

³ 53 Stat. 1062.

⁴ Italics supplied.

pository, with a description of the property and of the papers involved and an estimate of the cost of any additional necessary equipment and the annual cost to the United States for maintaining the depository. This report is to lie before Congress for 60 days before the Administrator may take title to property or enter into any agreement concerning it. Presumably, if Congress has not by the end of that period enacted legislation preventing the Administrator's further action, he may proceed to take title to the property or agree to administer it.⁵

Three identical resolutions embodying this legislation were introduced in the House of Representatives — by John W. McCormack, of Massachusetts, majority leader; Joseph W. Martin, Jr., of Massachusetts, minority leader; and Edward H. Rees, of Kansas.⁶ On June 13, 1955, a hearing on these resolutions was held before the special subcommittee on donable property, of the Committee on Government Operations.⁷ The subcommittee consisted of Representative McCormack, chairman; John E. Moss, of California; and Charles R. Jonas, of North Carolina; members ex officio were William L. Dawson, of Illinois, chairman of the Committee on Government Operations, and Clare E. Hoffman, of Michigan, ranking minority member of the committee. Representatives Dawson and Hoffman were not present at the hearing.

Testifying in favor of the resolutions were Representative Rees; James N. Milne, administrative assistant to Representative Martin; Edmund F. Mansure, Administrator of General Services; Wayne C. Grover, Archivist of the United States; and David D. Lloyd, executive director of the Harry S. Truman Library, Inc. Present at the hearing and commenting on legal problems were Robert F. Keller, Assistant to the Comptroller General; and Maxwell H. Elliott, General Counsel of the General Services Administration.

Letters and statements on behalf of the proposed legislation were submitted for the record by the following men: Henry Steele Commager, professor of history at Columbia University; Elmer Ellis, president of the University of Missouri; Sam Heller, president of the Eisenhower Foundation; Franklin D. Murphy, chancellor of the University of Kansas; Basil O'Connor, president of the

⁵ Statement of Robert F. Keller, Assistant to the Comptroller General, in Special Subcommittee of the House Committee on Government Operations, 84th Cong., 1st Sess., *Hearing . . . on . . . Bills to Provide for the Acceptance and Maintenance of Presidential Libraries . . .*, June 13, 1955, p. 48.

⁶ H. J. Res. 330, 331, and 332, respectively.

⁷ The printed hearing, cited above in note 5, is a pamphlet of 64 pages.

Harry S. Truman Library, Inc.; and Boyd C. Shafer, executive secretary of the American Historical Association. Other documents printed in the record include a list of the extant papers of all United States Presidents, giving their location, the number of items in each group of papers, and any restrictions on their use; statistics on the research use of the papers in the Franklin D. Roosevelt Library and the number of visitors to the museum of the library; and lists of 51 published works based in considerable part on research in that library and of 40 completed and accepted unpublished doctoral dissertations based in whole or in part on such research. Readers of the *American Archivist* will be interested to know that the entire article by David D. Lloyd on the Harry S. Truman Library (published in the April 1955 issue) is also among the documents printed by the subcommittee.

The following excerpt is from a statement filed by Representative McCormack:

The principal benefits of the proposed legislation are as follows:

1. It provides a system for the preservation and use of Presidential papers that accords with our Constitution and traditions;
2. It enables the Government to acquire, as gifts, expensive archival depositories and equipment that can be used not only for Presidential papers, but also for the preservation of valuable Federal records accumulated outside of Washington;
3. By establishing important collections of manuscript sources in other parts of the Nation than the Capital, thereby giving local scholars easier access to them, it will stimulate interest in our history and Government; and
4. It takes into account the growing need for the dispersion of research facilities resulting from the existence of nuclear weapons.⁸

During the hearing the Administrator of General Services made the following statement:

These resolutions are history-making — in more ways than one.

They propose a foundation for the systematic preservation and use of the papers of the American Presidency. As the first proposal for general legislation of this kind, these resolutions are historic . . .

As a matter of ordinary practice, the President has removed his papers from the White House at the end of his term. This has been in keeping with the tradition and the fact that the papers are the personal property of the retiring Presidents. One unfortunate consequence has been that important bodies of Presidential documents have been dispersed and destroyed, particularly prior to the 20th Century.

All this is recognized in this legislation; there is nothing mandatory in the proposal. It is not an ill-conceived attempt to bind any future President of the

⁸ *Hearing*, p. 58.

United States. Instead, it will provide the vehicle by which the President is assured the integrity of his papers, their proper and orderly arrangement, and their eventual availability to the people as the historical record of his administration.

Thus, these resolutions have a simple purpose. They will establish in law a system whereby Presidential papers, in their entirety, may become a part of the National Archives, by gift or by agreement. Presidential libraries financed by private contributions may be included. In those instances, the National Archives will receive not only the all-valuable papers, but also the land, buildings, and equipment essential to their preservation and use. In every case, the decision to make the gift will continue to rest with the former President and his heirs and friends.⁹

A major part of the testimony at the hearing was given by the Archivist of the United States. In his concluding remarks he said that the legislation "provides a system for gradually expanding the archival facilities of the United States at the least expense to the Federal Government and with the greatest benefits nationally to scholarship."¹⁰

The first library to be given to the United States under the new law will probably be the Harry S. Truman Library at Independence. Plans are in preparation, however, for the Eisenhower Library, to be built near the Eisenhower Museum and birthplace at Abilene.

The main holdings of each such library will of course be the papers of the President by or in whose name the papers and the building have been given to the Nation. The libraries, however, will in effect be field branches of the National Archives. They will receive for deposit copies of microfilm and other publications of the National Archives, and they will provide facilities for preserving historically valuable noncurrent regional records of Federal agencies, now housed in Federal records centers that were not designed for permanent holdings.

The estimated cost of operating a presidential library, making the papers accessible to scholars, maintaining exhibit rooms, and guarding and cleaning the building is \$150,000 a year. This estimate is based on the costs of the Franklin D. Roosevelt Library. Of this amount some \$50,000 will come from admission fees paid by tourists and from the reproduction of library documents. (The Roosevelt Library has about 200,000 visitors a year.)

In a recent statement of policy for the Truman Library's ad-

⁹ *Hearing*, p. 14.

¹⁰ *Hearing*, p. 47.

visory committee ¹¹ Dr. Grover cautioned against setting any very specific or inflexible criteria for acquisitions at this time. He said:

These policies can only be worked out in detail over a period of time, but three guiding principles should be followed:

(1) As a Federal institution, the Library should avoid competition with State or local historical societies in the acquisition of historical materials. It should properly restrict its acquisitions in the field of regional or local history to Federal records, to historical materials acquired from organizations in which Mr. Truman has been active, to Truman family papers, and to materials collected by Mr. Truman and reflecting his personal interests.

(2) As a national institution, it should concentrate on the development of collections relating to national and international affairs, particularly for the period of Mr. Truman's service in the Senate and the White House.

(3) As an archival institution, it should devote itself primarily to the acquisition of original source materials, both in paper form and on microfilm, rather than printed materials.

It will be some years before the very large collection of Mr. Truman's own papers, books, and mementos are properly arranged and indexed. First priority should be given during this period to the collection of the personal papers of Mr. Truman's official associates and contemporaries.

¹¹ The members of the advisory committee, in addition to Dr. Grover, are Theodore C. Blegen, dean of the graduate school, University of Minnesota; Henry Steele Commager, professor of history at Columbia University; Clarence R. Decker, former president of the University of Kansas City; Elmer Ellis, president of the University of Missouri; Earl J. McGrath, president of the University of Kansas City; Franklin D. Murphy, chancellor of the University of Kansas; Arthur M. Schlesinger, Jr., professor of history at Harvard University; and Boyd C. Shafer, executive secretary of the American Historical Association.

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Provincial Archives in Canada

By LEWIS H. THOMAS¹

Archives of Saskatchewan

SEVEN years have elapsed since a general review of the Canadian archival scene appeared in the pages of the *American Archivist*.² During this period there have been significant developments in the national archives and in a number of the provinces. The purpose of this article is to summarize the progress to date, with particular reference to the provincial scene.

For the nation's central repository, the Public Archives of Canada in Ottawa, these have been years of notable progress in terms of increased holdings, improved facilities, and greater service to government departments and to scholars. The institution has now become, for the first time, a full-fledged public record office, thus realizing the hopes long entertained by members of the staff and friends of the Archives throughout the country. This development has been made possible by the adoption of improved disposal procedures for public records, by the provision of a new records building, and by the addition of carefully selected and well-trained archives personnel. As a result there have been very large and significant accessions of departmental records, and this is but the beginning. "The new Records Building," the Dominion Archivist reports, "should enable the Archives to acquire and screen all post-Confederation [1867] departmental records which are no longer required for day-to-day office use."³

Associated with this development has been the rearrangement of both official records and other collections, based on an adaptation of the principle of the "record group" developed by the National Archives of the United States. A series of preliminary inventories for all the record groups is now being published, with the object

¹ The author has been Provincial Archivist of Saskatchewan since 1948, is editor of *Saskatchewan History*, and is at present chairman of the archives committee of the Canadian Historical Association. He received the Ph. D. degree from the University of Minnesota in 1953 and has taught history at the University of Saskatchewan.

² George Simpson, "Archives in Canada," in *American Archivist*, 11:358-366 (Oct. 1948).

³ See W. Kaye Lamb, "The Federal Archival Scene," in Canadian Historical Association, *Annual Report*, 1953, pp. 61-68; and W. E. D. Halliday, "The Public Records of Canada: Recent Developments in Control and Management," in *American Archivist*, 13:102-108 (Apr. 1950).

of providing a concise, consistent description of everything in the Manuscript Division. These will enable a historian anywhere in the country to obtain an overall view of resources for research.

The ease with which large masses of records may be copied on microfilm is of particular significance for the Public Archives of Canada, since so much pre-Confederation Canadian history must be written from sources in the United Kingdom and France. In the period under review a vast amount of important new material from public and private collections has been made available in this way to Canadian scholars.

This progress by Canada's central archives is important not only for its own sake but also because it provides a standard for measuring the adequacy of provincial establishments. In addition to this, sound archival practice at the national level will in the long run have a salutary influence throughout the country. Meanwhile there have been some encouraging developments on the provincial scene.⁴

In two provinces improved quarters have been secured. In Toronto a new building for the Ontario Archives has been provided through the cooperation of a philanthropist and the provincial government. Though the Archives shares this building with an art gallery, the facilities are much better than the former ones, and new microfilm, photostating, and laminating equipment has been installed. In Saskatchewan, the Saskatoon branch of the Archives, on the campus of the provincial university, will be housed in a new library building now under construction. Minor improvements are also projected in the quarters at the capital city, Regina.

There is also encouraging evidence of an increased awareness of the importance of public records administration. Four of the 10 provinces have recently passed legislation dealing with this matter. Newfoundland, once Britain's oldest colony and now Canada's newest province, has a Public Records Act.⁵ This legislation establishes a Board of Trustees as a body corporate with wide powers to acquire historical records both public and private and with wide regulatory powers for the performance of its duties. The definition of public records is broad, covering "all books, papers, records, documents, structures, erections, monuments, objects, materials, articles or things of historic, artistic, scientific, or traditional interest." The law makes no specific reference to

⁴ Willard E. Ireland, "The Provincial Archival Scene," in Canadian Historical Association, *Annual Report*, 1953, pp. 69-76.

⁵ Statutes, 1951, no. 68. Newfoundland became a province in 1949.

government records disposal procedures other than the grant of power to the Lieutenant-Governor in Council to transfer such records to the board, but the board's regulatory powers would seem to be general enough to enable it to institute an effective program.

Across the continent, in British Columbia, the legislature in 1953 amended the Public Documents Disposal Act to permit the establishment of a flexible and comprehensive system for managing government records.⁶ Provision is made for a public documents committee consisting of the provincial archivist and three other persons, who are empowered to recommend retention and disposal measures to the cabinet or to the legislature; this will permit the adoption of a schedule or continuing authorization covering all the records in each department. The act also regulates the disposal of court records and provides for the transfer of non-current municipal and school-district records to the archives.

Saskatchewan legislation has been notable for its emphasis on public records management since the passage of its Archives Act in 1945. Various improvements have been introduced in the intervening years, and these are now embodied in a new consolidated act passed at the last session of the legislature.⁷ The main change introduced this year is the establishment of the Archives Board as a body corporate. During the period under review, comprehensive records retention and disposal authorizations have been adopted for most of the departments and crown corporations, as well as for some of the courthouses.

Two important bills relating to public records were passed by the Manitoba legislature during its 1955 session. The first, the Public Records Act,⁸ establishes a system for the protection of important records and the orderly disposal of valueless material. The scheduling of the records of a particular department for retention, destruction, or microfilming and destruction, is controlled by a documents committee. The committee consists of the head of the department or his representative, and representatives of the Legislative Library (which administers the archives), the Treasury Department, the Comptrolling and Audit Branch, and the Attorney General's Department. Schedules or recommendations adopted by the documents committee must be approved by the premier and the leaders of all parties in the legislature before being given the

⁶ Statutes, 1953, 2d sess., chap. 27.

⁷ Statutes, 1955, chap. 84.

⁸ Statutes, 1955, chap. 57.

force of law by an order in council. The act envisages the extensive use of microfilm to conserve storage space and contains a section relating to the admissibility of photographs of documents as evidence in court cases.

In the field of municipal government records, Manitoba has pioneered by the passage of an amendment to the Municipal Act.⁹ This contains a comprehensive schedule of the various classes of records produced by municipalities and establishes retention periods varying from "permanent" to 1 year. Any municipal corporation may institute a records control program by adopting a bylaw bringing the schedule into force. This legislation, unique in Canada, will be welcomed by archivists, who have become increasingly concerned with encouraging good records practices in cities, towns, villages, and rural municipal units.

In general, British Columbia, Saskatchewan, Manitoba, and Ontario are the only provinces where the Archives is fully committed to the objective of functioning as a public records office and where the provincial archivist participates in records control procedures. And in British Columbia since 1951 the provincial archivist has administered the government's central microfilm bureau, which is in charge of the microphotography of all departmental records. In each of these provinces, however, the Archives preserves historical material other than public records. Indeed it would be impossible for any provincial establishment to confine its collections to public records and still retain the interest and support of the legislature and the public.

Five of the 10 provincial archives now have microfilming equipment. British Columbia leads in this field with its central microfilm bureau, servicing all government departments, under the direction of the provincial archivist. In Saskatchewan, as in British Columbia, microfilm facilities are used to copy all weekly newspapers, and in the former province the earliest rural and urban local government records have been filmed. To date, Manitoba, Ontario, and Nova Scotia have confined their efforts chiefly to microfilming newspaper files. This is no indication, however, of the extent to which microfilm is being used for reducing the bulk of provincial government records. Except in British Columbia, microfilming programs of varying extent are being undertaken independently by different departments, in some instances without the official knowledge of the provincial archivist.

This survey of progress during the past 7 years indicates that

⁹ Statutes, 1955, chap. 46, s. 15.

the provincial archives are at various levels of advancement. Several of them are functioning at a high level of performance and this, reinforced by the standards set by the Public Archives of Canada, cannot but have a salutary influence on the weaker institutions. The establishment of an archives committee of the Canadian Historical Association in 1953 may further this development. The committee has promoted the exchange of information and the discussion of common problems. Composed of archivists who are members of the association, it provides the only practicable meeting place for most of the members of the archival profession in Canada.

Writings on Archives, Current Records, and Historical Manuscripts, June 1954-May 1955

By LESTER W. SMITH

National Archives

THIS annual bibliography is the thirteenth compiled under the auspices of the Committee on Bibliography of the Society of American Archivists. Its content and chronological scope are indicated in the title. In addition, it includes a few items dated prior to June 1954 but issued after that date or not available earlier for examination. Like its predecessors, it is a selected list of references that does not include unpublished items, historical documentary publications, reports of libraries and historical institutions giving but a few lines to manuscripts accessions, and items appearing in news notes, unless unusually important. This year's bibliography continues to give records-management and pertinent office-management publications somewhat greater attention, on a highly selective basis. The listing of foreign archival publications continues to be highly selective also, in view of the international bibliography being published in *Archivum*.

The bibliography is classified broadly by subject. An outline of the headings precedes the list. It should be noted that, as in former years, items relating to technical aspects of the use of photography and to the reproduction of research materials are placed in class VIII, while items relating primarily to the use of photography for purposes of original recording and records management are entered in class II A.

Such cross references as are necessary are provided at the ends of the several sections of the bibliography. The compiler is indebted to Grace Quimby for assistance in compilation and to Eleanor M. Walden for typing the manuscript.

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- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Records Officers

I. GENERAL LITERATURE

- 1. BAUTIER, ROBERT-HENRI. L'activité des archives dans le monde (1945-1952). *Archivum*, 3:189-238 (1953).
- 2. BAUTIER, ROBERT-HENRI. Bibliographie analytique internationale des publications relatives à l'archivistique et aux archives, publications parues en 1952. *Archivum*, 3:109-188 (1953).
- 3. BIBLIOGRAPHIE zum Archivwesen für die Jahre 1945-1952. *Der Archivar*, 7: cols. 153-170, 275-300 (1954); 8: cols. 117-130 (1955). To be continued.
- 4. BROWNSON, HELEN L. Abstracts of documentation literature. *American documentation*, 6:63-67 (Apr., 1955).
- 5. HISTORICAL abstracts, 1775-1945; a quarterly of abstracts of historical articles appearing currently in periodicals the world over. Vol. 1, no. 1. Mar. 1955. New York, 640 West 153d St., New York 31, N. Y. Historical Abstracts, 1955-. Editorial address: Historisches Seminar, Universität Wien, Vienna 1, Austria. Items relating to archives appear on p. 23-25.
- 6. HUSSEIN, MOHAMED AHMED. Archives, a study on historical documents. [n. p.] Cairo Univ. Press, 1954. [124] p. Report on a survey of national archival establishments. Text in Arabic.
- 7. INTERNATIONAL bibliography of historical sciences. Twentieth volume, 1951, including some publications of previous years. Paris, Librairie Armand Colin, 1953. 387 p. Edited for the International Committee of Historical Sciences. References relating to the auxiliary sciences appear on p. 1-14, to archives, on p. 18-20, and to libraries and museums, on p. 20-23.
- 8. INTERNATIONAL FEDERATION FOR DOCUMENTATION. Bibliographia [1954] *Revue de la documentation*, 21:136-186 (Dec., 1954). Items relating to archives appear on p. 181. "Bibliographia" for 1953 appears in *Revue de la documentation*, 20:150-212 (Dec., 1953), items relating to archives on p. 206-207.
- 9. LELAND, WALDO G. Archival principles: selections from the writings of Waldo Gifford Leland. [Washington] 1955. 13 p. (U. S. National Archives, *Staff information papers*, no. 20). Selections from Leland's writings during his leadership of the movement for the establishment of a National Archives of the United States. Includes postscript by the author, "Quarante ans après."
- 10. MASTERSON, JAMES R., ed. Writings on American history, 1950. [Washington, 1955] 609 p. (American Historical Association, *Annual report for the year*

- 1952, vol. 2. Also published as 83d Cong., 1st sess., *H. Doc.* 232). Items relating to historiography and applied disciplines are listed on p. 1-4; to lists and descriptions of historical materials, on p. 10-26; and to repositories and custodians of historical materials, on p. 31-39.
11. MITIAEV, K. G. *Teoria i praktyka pracy archiwalnej*. [Tlum.: W. Suchodolski et al. Wyd. 1.] Warszawa, Państwowe Wydawn. Naukowe, 1954. 252 p.
 12. PAN AMERICAN UNION. COLUMBUS MEMORIAL LIBRARY. *Bibliography on public administration in Latin America*. Washington, D. C., 1954. 115 p. (*Bibliographic series* 43). References relating to archival and records management appear on p. 69-72.
 13. ROY, SOURINDRANATH. The problem of archival estrays (continued). *Indian archives*, 7: 151-161 (July-Dec., 1953).
 14. SMITH, LESTER W., comp. Writings on archives, current records, and historical manuscripts, July 1953-May 1954. *American archivist*, 17: 341-365 (Oct., 1954).
 15. SOCIAL SCIENCE RESEARCH COUNCIL. COMMITTEE ON HISTORIOGRAPHY. The social sciences in historical study; a report. New York, 1954. 181 p. (*Bulletin* 64).
 16. SOCIETY OF ARCHIVISTS. *Journal*. Vol. 1, no. 1. Apr., 1955- [London?] Printed for the Society by the Chiswick Press, 1955-. The first issue of the successor to the *Bulletin* of the Society of Local Archivists, whose name has been changed to the Society of Archivists in recognition of extension of membership eligibility to archivists in the British Isles and the Commonwealth.
 17. VERHAREN, TH. J. De Handleiding en het vrije herkomstbeginsel van Brenneke. *Nederlands archievenblad*, 59: 47-53 (1954-55). Discusses the differences between Adolf Brenneke's "free" principle of provenance, as expounded in his *Archivkunde* (1953), and the stricter precept of Muller, Feith, and Fruin.
 18. WALLACE, WILLIAM S., comp. Bibliography of published bibliographies on the history of the eleven western States, 1941-1947: a partial supplement to the Writings on American History. *New Mexico historical review*, 29: 224-233 (July, 1954).
 19. WENIG, OTTO. Bibliotheksgut und Archivgut. *Zentralblatt für Bibliothekswesen*, 68: 321-334 (Sept.-Oct., 1954).

II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

A. General Discussion

20. ALLDREDGE, EVERETT O. The Federal Records Center, St. Louis: personnel files and fiscal records. *American archivist*, 18: 111-122 (Apr., 1955). Describes economies and more effective service resulting from the concentration of Federal personnel records under records center management.
21. ALLSMAN, M. F. T. Principles and objectives of a good directives system. [Reproduced by the Records Management Division, National Archives and Records Service with the permission of the author and the Office Methods Division, Administrative Office, Navy Department]. [n. p., n. d.]. 6 p.
22. BARCAN, ARTHUR. Summing up. *Proceedings of the first annual Conference on Records Management*, September 20-21, 1954. New York, New York University, Graduate School of Business Administration [1955]. p. 78-79.
23. BEACH, TERRY. Centralized vs. decentralized files; which system for your company? abstract. *Management review*, 43: 512-513 (Aug., 1954).
24. BLANK, JOSEPH P. Business files hold 1,200,000,000,000 worthless papers. *Nation's business*, 42: 46+ (Aug., 1954). A discussion of the importance of records and paperwork management.
25. BROWN, MELVIN J. Quality control and paper work: applying quality control to credit reporting. *Proceedings of the first annual Conference on Records Management*, September 20-21, 1954. New York, New York University,

- Graduate School of Business Administration [1955]. p. 36-43. Quality control at Dun & Bradstreet, Inc.
26. CONFERENCE ON RECORDS MANAGEMENT, *New York*, 1954. Proceedings of the first annual Conference on Records Management, September 20-21, 1954. Ed. by H. W. MacDowell. New York, New York University, Graduate School of Business Administration [1955] 82 p. (*New York University Business Series* no. 20).
27. CANADA. CIVIL SERVICE COMMISSION. Manual of office layout, prepared by Organisation and Methods Service. Ottawa, Canada, 1954. 41 p. A practical handbook for estimating space requirements and developing layout plans.
28. COOK, R. G. The merger of the Ministries of Transport and Civil Aviation; integrating the establishment records. *O & M bulletin*, 9, no. 6:3-13 (Dec., 1954).
29. COOPER, JOSEPH D. Written instruction systems; how to communicate policy and procedure. [Revised and adapted to the special needs of the Post Office Department] [Washington, D. C.? 1955] 234 p. Deals systematically with the preparation, content, and methods of maintaining revisable procedure manuals. "The coordination of policy and procedure . . . [published in 1946] was the first version of this book."
30. COSTELLO, TIMOTHY W. Are there human factors in records control? *Proceedings of the first annual Conference on Records Management*, September 20-21, 1954. New York, New York University, Graduate School of Business Administration [1955]. p. 24-31.
31. DARLING, R. H. Industry looks at records management. *Proceedings of the first annual Conference on Records Management*, September 20-21, 1954. New York, New York University, Graduate School of Business Administration [1955]. p. 16-23. The E. I. Du Pont de Nemours & Co. experience.
32. FIVE cities ok microfilming records. *American city*, 70, no. 5:114-116 (May, 1955).
33. FRIEDLEY, F. R. Clerical cost reduction and control. National Association of Cost Accountants, *Bulletin*, 35:171-185 (Oct., 1953).
34. GOWERS, Sir ERNEST. Plain words: their ABC. New York, Knopf, 1955. 298 p.
35. GREAT BRITAIN. TREASURY. ORGANISATION AND METHODS DIVISION. Machines and appliances in government offices. [rev. ed.] [London] 1954. 71 p.
36. GREAT BRITAIN. TREASURY. ORGANISATION AND METHODS DIVISION. Organisation charts and list of duties, rev. June 1954. London, 1954. 15 p.
37. GREAT BRITAIN. TREASURY. ORGANISATION AND METHODS DIVISION. The practice of O & M. [London] H. M. Stationery Office, 1954. 48 p. A manual for persons (whole-time staff) engaged in "organisation and methods" study, the study of the organization of public bodies or private firms and of their office procedures.
38. How the secretariat aids executive action, October 15, 1954. [Washington, 1954] 20 p. A staff report submitted to the Task Force on Paperwork Management of the Commission on Organization of the Executive Branch of the Government. Not a Commission or Task Force report.
39. HUBIN, THOMAS. Characteristics of a formal system of reporting to management. *Proceedings of the first annual Conference on Records Management*, September 20-21, 1954. New York, New York University, Graduate School of Business Administration [1955]. p. 60-77. Comparative analysis of reporting practice of six companies.
40. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Correspondence management. [Washington, 1955] 16 p. Meeting of November 19, 1954. Speakers: Mona Sheppard of the National Archives and Records Service and Edward J. Lewis of the Internal Revenue Service.
41. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* . . . Paperwork management in the Navy. [Washington, 1955]. 20 p. Meeting

- of September 17, 1954, at which Earl H. Kuhl, Office Methods Division, Administrative Office, Navy Department was the speaker. Discusses the Navy Department's exhibit, "Paperwork Management in the Navy."
42. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Records training courses — their planning and appraisal. [Washington, 1955]. 21 p. Meeting of February 25, 1955. Speakers: Terry Beach of the National Archives and Records Service and S. J. Pomrenze of the Army Department.
 43. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Reports management; installing and operating a reports management program. [Washington, 1955]. 18 p. Meeting of March 25, 1955. Speakers: Max Garchik of the Post Office Department, William B. Kittle of the Navy Department, and Robert E. Weil of Bethlehem Steel Company.
 44. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Site audit records; an agency-GAO problem. [Washington, 1955]. 16 p., [3 l.] Meeting of December 17, 1954. Speakers: Allen N. Humphrey of the General Accounting Office and Everett O. Alldredge of the National Archives and Records Service.
 45. KENYON, HOWARD A. Government looks at records management. *Proceedings of the first annual Conference on Records Management*, September 20-21, 1954. New York, New York University, Graduate School of Business Administration [1955]. p. 10-15. The Rhode Island experience.
 46. LEAHY AND COMPANY, *inc.* Target: red tape. New York, 1953. 8 p. (*Leahy newsletter*. Special report issue).
 47. NATIONAL RECORDS MANAGEMENT COUNCIL. Guide to selected readings in records management. New York, 1954. 27 p.
 48. NEW YORK LIFE INSURANCE COMPANY. PUBLIC RELATIONS DEPARTMENT. Effective letters: a portfolio of suggestions for making ourselves understood. [New York, c1953]. 67 p.
 49. O'CONNELL, JAMES T. Management program for municipal records. *American city*, 69, no. 11: 79 (Nov., 1954).
 50. PACIFIC TELEPHONE AND TELEGRAPH COMPANY. Mark to Arthur to you: comments on business letter writing. [n. p., n. d.]. 20 p.
 51. PAYNE, MARJORIE T. File this, please! Chicago, Dartnell Corp., 1955. 64 p.
 52. PHELPS, RALPH H. Filing, classification, and indexing systems for engineering offices and libraries, by Ralph H. Phelps and John J. Soroka. *Special libraries*, 46: 109-112 (Mar., 1955).
 53. PHILADELPHIA. RECORDS DEPARTMENT. Annual report, 1954. [n. p., n. d.]. 42 p. Archives Division, including the Record Center, p. 13-24; Forms Control and Records Service Division, p. 25-38. Notes the transfer to the American Philosophical Society of ledgers relating to Benjamin Franklin's legacy to the young artificers of Philadelphia.
 54. PHILIPPINES (REPUBLIC). GOVERNMENT SURVEY AND REORGANIZATION COMMISSION. Administrative services, Executive Branch of the Government of the Philippines: reorganization plans and reports, presented to the President. Manila, Bureau of Printing, 1955. 97 p. The Task Force on Administrative Services submits two reports and drafts of Reorganization Plans nos. 4 and 8, which recommend respectively the establishment of a Department of General Services, and, within it, a Bureau of Records Management.
 55. PHILIPPINES (REPUBLIC). GOVERNMENT SURVEY AND REORGANIZATION COMMISSION. Report on Records Management Conference, October 19 & 21, & November 2-5, & 8-9, 1954; called by [the] Commission; sponsored by The Government Advisory Board for In-service Training; conducted by The Institute of Public Administration of the University of the Philippines, Manila. [n. p., n. d.]. v, 43 l.
 56. PURSUIT of perfection; a report on the need for paperwork quality management,

- October 1954. [Washington, 1954] 16 l. A staff report by the Work Group on Quality Management submitted to the Task Force on Paperwork Management of the Commission on Organization of the Executive Branch of the Government. Not a Commission or Task Force report.
57. RESEARCH INSTITUTE OF AMERICA, *inc.* Cutting paperwork costs. New York, 1954. 63 p. Gives examples of shortcuts and simplified methods in various companies.
58. ROAN, PETER F. Records management in Iowa City. *Office*, 41, no. 5: 84-88 (May, 1955).
59. RUDELL, RICHARD. City records in the modern era. *Missouri municipal review*, 20, no. 4: 50-51, 61 (Apr., 1955).
60. SHIFF, ROBERT A. The new science of records management. By Robert A. Shiff and Arthur Barcan. *Harvard business review*, 32, no. 5: 54-62 (Sept.-Oct., 1954).
61. SHIFF, ROBERT A. A records-management credo. *Proceedings of the first annual Conference on Records Management*, September 20-21, 1954. New York, New York University, Graduate School of Business Administration [1955]. p. 7-9. Stresses twofold responsibility of combining "scientific controls on record making and record keeping with a very positive policy of ensuring the preservation of recorded experience."
62. SHIFF, ROBERT A. Records management in smaller stores. By R. A. Shiff and Arthur Barcan, the National Records Management Council. Washington, U. S. Small Business Administration, 1954. 4 p. (*Small marketers aids*, no. 1).
63. SHIFF, ROBERT A. A technique to preserve the memory of business. *Office*, 41, no. 1: 121-125, 186-188 (Jan., 1955). Oral history techniques.
64. STOPFORD, VISCOUNT. The measurement of clerical work. *O & M bulletin*, 9, no. 6: 40-45 (Dec., 1954). The author is head of the Office Administration Department, Imperial Chemical Industries, Ltd.
65. SYSTEMS AND PROCEDURES ASSOCIATION OF AMERICA. Workshop for management. Proceedings of the seventh annual systems meeting, 1954. New York, Pub. by Management Magazines, Inc. [1955] 504 p. Papers and discussion relating to various aspects of office, records, and paperwork management, with special emphasis on electronic systems.
66. U. S. AGRICULTURE DEPARTMENT. PLANT AND OPERATIONS OFFICE. Records management: how to file correspondence records. Washington, 1954. 22 p. A revision of *Publication* no. 9, *How to file and find correspondence records* (1951).
67. U. S. COMMISSION ON ORGANIZATION OF THE EXECUTIVE BRANCH OF THE GOVERNMENT (1953-). Paperwork management. Part I. In the United States Government; a report. January 1955. [Washington, 1955] 24 p. Also published as 84th Cong., 1st sess., *H. Doc.* 92. Recommends establishment by executive order, within existing framework of the General Services Administration, of a Government-wide paperwork management program.
68. U. S. COMMISSION ON ORGANIZATION OF THE EXECUTIVE BRANCH OF THE GOVERNMENT (1953-). TASK FORCE ON PAPERWORK MANAGEMENT. Report on paperwork management. Part I. In the United States Government. Prepared for the Commission on Organization of the Executive Branch of the Government. [Washington, 1955] 66 p.
69. U. S. FOREIGN OPERATIONS ADMINISTRATION. Records filing handbook; an alphabetical system of subject classification, with a complete index, for use of FOA/W and missions. [n. p.] Dec. 1954. var. pag. (FOA *Manual order* no. 522.2)
70. U. S. INFORMATION AGENCY. RECORDS MANAGEMENT SECTION. A guide to finding of papers; principles, procedures, techniques. [Washington] 1955. 10 p.
71. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Baltimore correspondence project, May 1954; Internal Revenue Service, Office of the District Director, Baltimore, Maryland. [Washington, 1954] 11 p.

72. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Check-list for determining if weaknesses exist in present location of active files. [n. d.] 6 p.
 73. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Federal records centers. [Washington, 1955] 25 p. (*Records management handbook. Managing noncurrent files*).
 74. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Form letters. [Washington, 1955]. (*Records management handbook. Managing correspondence*).
 75. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. A guide to appraising subject classification & filing systems. October 1954. [Washington, 1954] 18 p.
 76. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. A guide to classifying of papers; principles, procedures, and techniques. June 1954. [Washington, 1954] 7 p.
 77. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. A guide to filing of papers; principles, procedures, and techniques. June 1954. [Washington, 1954] 4 p.
 78. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. A guide to finding of papers; principles, procedures, and techniques. October 1954. [Washington, 1954. 11] p.
 79. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. A guide to planning a forms management program; elements and principles; organizing and operating a program. November 1954. [Washington, 1955] 5 p.
 80. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. The management of current records. May 1954. [Washington, 1954] 8 p.
 81. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Plain letters. [Washington, 1955] 45 p. (*Records management handbook. Managing correspondence*).
 82. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Records management bibliography, June 1954. [Washington, 1954] 41 p.
 83. [U. S. NAVY DEPARTMENT] OFFICE METHODS DIVISION. Paperwork management in the Navy. Washington, 1954. 31 p. Highlights progress to date on the overhaul of its paperwork system.
 84. WEIL, ROBERT E. Planning for a records-management program. *Proceedings of the first annual Conference on Records Management*, September 20-21, 1954. New York, New York University, Graduate School of Business Administration [1955]. p. 55-59.
 85. ZITMORE, IRVING. Planning a records management survey. *American archivist*, 18: 133-140 (Apr., 1955). A paper read at the annual meeting of the Society of American Archivists at Williamsburg, Virginia, September 13, 1954. The author is vice president and general manager of Records Engineering, Inc.
- See also* 122-123, 126, 128, 138, 145, 225, 228, 230, 232, 352-353, 376, 390, 419, 421-423, 425.

B. Machine Techniques in Office Operations and in Information Processing

86. AMERICAN MANAGEMENT ASSOCIATION. The impact of computers on office management; experience in computer application. New York [1954]. 60 p. *Contents*.—W. W. Smith, Impact of the computer on methods; Byron F. Burch, The computer at work on payrolls; A. C. Vanselow, Programming the computer for clerical production; Emerson F. Cooley, Computer methods and applications: a case study [Prudential Insurance Company of America].

87. AMERICAN MANAGEMENT ASSOCIATION. A new approach to office mechanization. New York [1954]. 62 p. Integrated data processing through common language machines. The U. S. Steel Corporation program.
88. AMERICAN MANAGEMENT ASSOCIATION. Streamlining office equipment and services. New York, 1953. 35 p. (*Office management series* no. 135). Review of developments in office electronics.
89. BALL, NORMAN T. Searching patents by machine. *American documentation*, 6: 88-92 (Apr., 1955).
90. BUSINESS MACHINES management survey: electronic data-processing machines; electric accounting machines; "other" business machines; a report of the Business Machines Group to the Task Force on Paperwork Management of the Commission on Organization of the Executive Branch of the Government, October 15, 1954. [Washington, 1955]. 41 p. Not a Commission or Task Force report.
91. CONTROLLERSHIP FOUNDATION. Business applications of electronic machines: an annotated bibliography. New York, 1954. 46 p. Includes lists of machine manufacturers, training programs, seminars, and conferences.
92. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Management implications of electronic data processing. [Washington, 1954]. 22 p. Meeting of June 18, 1954. Speakers: Howard Gammon of the Budget Bureau, Edward Mahoney of the General Accounting Office, and Joseph F. Daley of the Census Bureau.
93. MORLOCK, WILLIAM J. Greatest electronics expansion to be in office mechanization. *Office*, 41, no. 3: 7-19 (Mar., 1955).
94. MURDOCK, BENNET B. The utilization of technical equipment—with special reference to electronic computers. *Proceedings of the first annual Conference on Records Management*, September 20-21, 1954. New York, New York University, Graduate School of Business Administration [1955]. p. 32-35.
95. PUUTIO, A. E. Automation is in the cards; prepare for it. National Association of Cost Accountants, *Bulletin*, 35: 1245-1251 (June, 1954).
96. U. S. COMMERCE DEPARTMENT. Report of the Advisory Committee on Application of Machines to Patent Office operations. December 22, 1954. Washington, 1954. 76 p.
97. U. S. NATIONAL BUREAU OF STANDARDS. First annual progress report on applications of electronic data processing techniques to supply management problems, covering period July 1, 1953-June 30, 1954, to Bureau of Supplies and Accounts, Department of Navy. [Washington, 1954] 44 p. (NBS Report 3786).

See also 35, 65, 240-242.

III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES, AND RELATED ORGANIZATIONS

A. United States in General and Federal Government

98. AMERICAN HISTORICAL ASSOCIATION. Annual report for the year 1953. Vol. I. Proceedings. Washington [1954] 52 p. Of particular interest are the reports of the Executive Secretary and Managing Editor, Boyd C. Shafer, p. 8-13; the Committee on Documentary Reproduction, p. 36-40 (including, as Appendix, "Russian historical sources: priority list No. 1, for microprint project," p. 39-40); and the Committee on Historians and the Federal Government, p. 42-43.
99. BERKELEY, FRANCIS L. History and problems of the control of manuscripts in the United States. American Philosophical Society, *Proceedings*, 98, no. 3: 171-178 (June 15, 1954). A paper read in the symposium on the manuscript sources of

- American history: problems of their control, use, and publication, November 12, 1953.
100. BUTTERFIELD, LYMAN H. Archival and editorial enterprise in 1850 and in 1950: some comparisons and contrasts. American Philosophical Society, *Proceedings*, 98, no. 3: 159-170 (June 15, 1954). A paper read in the symposium on the manuscript sources of American history: problems of their control, use, and publication, November 12, 1953. Includes bibliography.
 101. FISHBEIN, MEYER H. Records management in the Bureau of Corporations. *American archivist*, 18: 161-167 (Apr., 1955).
 102. GROVER, WAYNE C. Archives: society and profession. *American archivist*, 18: 3-10 (Jan., 1955). Presidential address read at the annual meeting of the Society of American Archivists, Williamsburg, Virginia, September 13, 1954. Discusses advantages of broader membership base for the Society and points out present value to both archivists and records managers in having membership in common in a professional society.
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D. International Organizations

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See also 115, 172.

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

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224. PETIT, R. Les nouveaux bâtiments d'archives dans le Midi de la France. *Archives, bibliothèques, et musées de Belgique*, 25: 230-235 (1954).

See also 31.

V. APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS AND HISTORICAL MANUSCRIPTS

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227. CAMPBELL, EDWARD G. Records disposal in the United States. *Der Archivar*, 8: cols. 107-112 (1955).
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229. OVERTON, RICHARD C. Remarks in response to Dr. Bahmer's paper: "Preserving business records for management and historians." *Proceedings of the first annual Conference on Records Management*, September 20-21, 1954. New York, New York University, Graduate School of Business Administration [1955]. p. 53-54.
230. NATIONAL RECORDS MANAGEMENT COUNCIL. Index to Federal record keeping requirements. New York, 1955. 32 p.
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232. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. FEDERAL REGISTER DIVISION. Guide to record retention requirements. *Federal register*, 20: 2217-2273 (Apr. 8, 1955). Published as Appendix A to Title 1 of the *Code of Federal Regulations*. An indexed guide to generally applicable provisions of Federal laws and regulations relating to the retention of records by the public.

See also 44, 174, 177.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

233. BARROW, WILLIAM J. Migration of impurities in paper. *Archivum*, 3: 105-108 (1953). Abstracts in Spanish and French.
234. BORKENHAGEN, ERICH. Zur restaurierung von Pergamenturkunden. *Archivalische Zeitschrift*, 49: 169-171 (1954).
235. DONNELLEY (R. R.) AND SONS COMPANY. All the king's horses [and all the king's men couldn't put Humpty-Dumpty together again. Drawings by Joseph Low. Chicago, 1954?] 41 p. A nontechnical manual on the restoration and preservation of books and documents.
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238. LANGWELL, W. H. The preservation of paper records. *Archives*, 2, no. 11: 136-137 (Lady Day, 1954).
 See also 163, 301, 393.

VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS, INCLUDING PUBLISHED FINDING AIDS

A. General Discussion

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 240. RANDALL, G. E. Practicality of coordinate indexing. *College and research libraries*, 15: 417-419 (Oct., 1954).
 241. TAUBE, MORTIMER. Comments on "Practicality of coordinate indexing." *College and research libraries*, 15: 419-420 (Oct., 1954).
 242. TAUBE, MORTIMER. Studies in coordinate indexing, by Mortimer Taube and associates. Vol. 2. [Washington, D. C.] Documentation, Inc., 1954. 111 p.
 243. U. S. LIBRARY OF CONGRESS. DESCRIPTIVE CATALOGING DIVISION. Rules for descriptive cataloging in the Library of Congress: manuscripts. Prelim. ed. Preprint of the rules for collections of manuscripts. [Washington] 1954. 10 p.
 See also 17, 89, 96, 110, 403, 409, 410.

B. United States in General and Federal Government

244. CALKIN, HOMER L. The United States Government and the Irish: a bibliographical study of research materials in the U. S. National Archives. *Irish historical studies*, 9: 28-52 (Mar., 1954).
 245. ELLIS, MARY B. The Hale Family Papers. Library of Congress, *Quarterly journal of current acquisitions*, 12: 106-111 (May, 1955). Describes the papers of Nathan Hale (1784-1863), of Alexander Hill Everett (1790-1847), and of Edward Everett (1794-1865), recently presented to the Library of Congress.
 246. EPSTEIN, FRITZ T. Washington research opportunities in the period of World War II. *American archivist*, 17: 225-236 (July, 1954). A paper read at the annual meeting of the American Historical Association in Chicago, December 29, 1953. Describes materials in The Adjutant General's Office, the National Archives, and the Library of Congress.
 247. EPSTEIN, FRITZ T. Zur Quellenkunde der neuesten Geschichte. Stuttgart, Deutsche Verlags-Anstalt [1954] p. 513-525. (Sonderdruck aus dem Juli-Heft 1954, *Vierteljahrshefte für Zeitgeschichte*). A German version of an article published in the *American archivist*, July, 1954, including annotations and notes not in the English version.
 248. FREIDEL, FRANK. Are there too many New Deal diaries? *American heritage*, 6, no. 3: 109-112 (Apr., 1955). A paper, slightly abridged, delivered at the annual meeting of the American Historical Association in New York City, December 29, 1954, under the title "Memoirs and diaries of the New Deal Era."
 249. GOFF, FREDERICK R. The Hersholt gift of works of Hugh Walpole and Sinclair Lewis. Library of Congress, *Quarterly journal of current acquisitions*, 11: 195-198 (Aug., 1954). Highlights of two collections containing virtually complete representations of all the authors' published writings, as well as considerable unpublished correspondence.
 250. HARRISON, ROBERT W. Public land records of the Federal Government. *Mississippi Valley historical review*, 41: 277-288 (Sept., 1954). The author is an agricultural economist in the Bureau of Land Management.
 251. HORN, JASON. Seventh Day Adventist archives. *American archivist*, 17: 221-224 (July, 1954).

252. LAND, ROBERT H. The National Union Catalog of Manuscript Collections. *American archivist*, 17: 195-207 (July, 1954).
253. LOKKE, CARL L. The Continental Congress Papers: their history, 1789-1952. *National archives accessions*, no. 51: 1-19 (June, 1954).
254. MARCHMAN, WATT P. Acquisitions, gifts, and collections. *Manuscripts*, 7: 53-57 (Fall, 1954). Describes manuscript additions to institutional collections.
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258. ROTHWELL, C. EASTON. Resources and research in the Hoover Institute and Library. *American archivist*, 18: 141-150 (Apr., 1955). A paper read at the annual meeting of the American Historical Association in Chicago, December 29, 1953.
259. U. S. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Guide for servicing inquiries relating to annual and sick leave records. Prepared by Research and Coordination Section. St. Louis, Mo., 1953. 71 l. (Reference Service Branch, *Monograph* no. 4.)
260. U. S. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Personnel records of the Department of Agriculture. St. Louis, Mo., 1955. 148, [14] l. (Reference Service Branch, *Monograph* no. 9.)
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262. U. S. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Personnel records of the Department of the Army—Department of the Air Force—Office Secretary of Defense. St. Louis, Mo., 1954. var. pag. (Reference Service Branch, *Monograph* no. 8.)
263. U. S. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Personnel records of the Department of the Navy. Prepared by Research and Coordination Section. St. Louis, Mo., 1953. var. pag. (Reference Service Branch, *Monograph* no. 2.)
264. U. S. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Personnel records of the General Services Administration. St. Louis, Mo., 1953. 38 l. (Reference Service Branch, *Monograph* no. 5.)
265. U. S. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Personnel records of the Housing and Home Finance Agency. St. Louis, Mo., 1955. 56 l. (Reference Service Branch, *Monograph* no. 10.)
266. U. S. LIBRARY OF CONGRESS. Annual reports on acquisitions: manuscripts. *Quarterly journal of current acquisitions*, 12: 113-143 (May, 1955). Describes personal papers, presidential papers, private archives, journals and diaries, miscellaneous manuscripts, literary manuscripts, and reproductions added to the holdings of the Manuscripts Division. Manuscripts in the fields of law, music, maps, and Orientalia, Renaissance books and codices in manuscript, and reproductions of manuscripts not of specific interest for United States history are described elsewhere in the *Journal*.
267. U. S. LIBRARY OF CONGRESS. PROCESSING DEPARTMENT. The card catalogs of the Library of Congress; a brief description. Washington, 1955. 30 p. Manuscripts Division catalogs are described on p. 10-11.
268. U. S. NATIONAL ARCHIVES. Federal population censuses, 1840-80; a price list of microfilm copies of the original schedules. Washington, 1955. 73 p.

269. U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to the Middle East. [Washington, 1955] 96 p. (*Reference information paper* no. 44.)
270. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Bureau of the Second Assistant Postmaster General, 1814-1946 (Record Group 28). Comp. by Arthur Hecht. Washington, 1955. 40 p. (*Preliminary inventory* no. 82)
271. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Commission of Fine Arts (Record Group 66). Comp. by Richard S. Maxwell. Washington, 1955. 38 p. (*Preliminary inventory* no. 79)
272. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the House Committee on the Civil Service pertaining to the investigation of civilian employment in the Federal Government, 1942-46 (Record Group 233). Comp. by George P. Perros. Washington, 1954. 12 p. (*Preliminary inventory* no. 69)
273. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Joint Congressional Aviation Policy Board, 1947-48 (Record Group 128). Comp. by Watson G. Caudill and George P. Perros. Washington, 1954. 26 p. (*Preliminary inventory* no. 74)
274. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Military Affairs Committee of the House of Representatives relating to an investigation of the War Department, 1934-36 (Record Group 233). Comp. by George P. Perros. Washington, 1955. 21 p. (*Preliminary inventory* no. 80)
275. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the National War Labor Board (World War II) (Record Group 202). Comp. by Estelle Rebec. Washington, 1955. 188 p. (*Preliminary inventory* no. 78)
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277. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Select Committee of the House of Representatives on Post-War Military Policy, 1944-46 (Record Group 233). Comp. by George P. Perros. Washington, 1954. 6 p. (*Preliminary inventory* no. 70)
278. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Senate Committee on Interstate Commerce: Subcommittee to Investigate Interstate Railroads, 1935-43 (Record Group 46). Comp. by Albert U. Blair and John W. Porter. Washington, 1954. 10 p. (*Preliminary inventory* no. 75)
279. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Wage Adjustment Board (Record Group 236). Comp. by Leonard Rapport. Washington, 1954. 9 p. (*Preliminary inventory* no. 72)
280. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the War Relocation Authority (Record Group 210). Comp. by Estelle Rebec and Martin Rogin. Washington, 1955. 45 p. (*Preliminary inventory* no. 77)
281. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of United States participation in international conferences, commissions, and expositions (Record Group 43). Comp. by H. Stephen Helton. Washington, 1955. 161 p. (*Preliminary inventory* no. 76)
282. U. S. NATIONAL ARCHIVES. Records in the National Archives concerning age and citizenship. [Washington, 1955] 4 p.

See also 26, 109-110, 149-150, 239, 332, 383, 389, 397, 405, 411-415.

C. State and Local

283. ABAJIAN, JAMES de T. [Preliminary listing of manuscript collections of more than fifty leaves each in the library of the California Historical Society]. California Historical Society, *Quarterly*, 33: 372-376 (Dec., 1954). A list, compiled in response to a request by the National Historical Publications Commission, of

- personal papers, business papers, organizational and miscellaneous papers, and ships' logs or journals.
284. CAMPBELL, IVAH F. Resources of the Wisconsin State Historical Library. Rochester, N. Y., Univ. of Rochester Press for the Association of College and Reference Libraries, 1954. (ACRL Microcard series no. 29). 2 cards (38 l.)
 285. COLONIAL WILLIAMSBURG, *inc.*, *Williamsburg, Va.* Guide to the manuscript collections of Colonial Williamsburg. Comp. by Lynette Adcock. Williamsburg, Va., 1954. 58 p.
 286. ELLSWORTH, S. GEORGE. A guide to Utah manuscripts in the Bancroft Library, with an introduction to Hubert Howe Bancroft and the history of Utah. [Salt Lake City, Utah State Historical Society, 1954]. p. 99-124, 197-247. Reprinted from *Utah historical quarterly*, 22 (Apr., July, 1954).
 287. ERMATINGER, CHARLES J. A partial list of catalogues, inventories, and indices, both printed and handwritten, on file in the Vatican Manuscript Depository of the Knights of Columbus Foundation [in St. Louis, Mo.]. *Manuscripta*, 1, no. 2: 8-23 (Oct., 1954).
 288. FRIDLEY, RUSSELL W. The *Writings* of Jonathan Carver. *Minnesota history*, 34: 154-159 (Winter, 1954). Describes the collection of books and manuscripts in the Minnesota Historical Society relating to activities of Jonathan Carver (1710-80), in Minnesota country, chiefly 1766-67.
 289. GENERAL John Charles Black's papers. Illinois State Historical Society, *Journal*, 47: 330-332 (Autumn, 1954). Describes the papers of Black (1839-1915), Civil War soldier, orator, lawyer, Commissioner of Pensions under President Cleveland, and president of the Civil Service Commission under President Taft, which have recently been deposited in the Illinois State Historical Library.
 290. HILL, ROBERT W. The Liebmann Collection of American historical documents. New York Public Library, *Bulletin*, 58: 386-391 (Aug., 1954). Reprinted in *Manuscripts*, 6: 210-214 (Summer, 1954).
 291. HISTORICAL AND PHILOSOPHICAL SOCIETY OF OHIO. Annual report of the Director. *Bulletin*, 13: 62-68 (Jan., 1955). Contains data on manuscript accessions.
 292. KANE, LUCILE M. The papers of John Harrington Stevens. *Minnesota history*, 34: 144-148 (Winter, 1954). In Minnesota Historical Society. Contains data on experiences of Stevens family in Lower Canada, Illinois, Tennessee, and Minnesota, from 1839 to 1890.
 293. MICHIGAN. UNIVERSITY. MICHIGAN HISTORICAL COLLECTIONS. Report, 1953-1954. Ann Arbor [1955?] 8 p. Preprinted from the president's report.
 294. PHELAN, JOHN L. The Philippine Collection in the Newberry Library. Newberry Library, *Bulletin*, 3: 229-236 (Mar., 1955). Largely inspired by the gift of Edward E. Ayer, the collection comprises both printed and manuscript materials.
 295. POWELL, WILLIAM S. The Carolina charter of 1663, how it came to North Carolina and its place in history, with biographical sketches of the proprietors. Raleigh, State Dept. of Archives and History, 1954. 79 p. Includes data on steps taken to establish authenticity of the document and to determine whether the London bookseller from whom it was purchased could offer clear title to it.
 296. WALKER, MARY A. India and Ceylon in the Archives of the American Board of Foreign Missions. *Indian archives*, 7: 95-99 (July-Dec., 1953). Describes records on deposit in the Harvard College Library and in the Andover-Newton Theological School, Newton Center, Massachusetts.
 297. WEAVER, WARREN. The mathematical manuscripts of Lewis Carroll. Princeton University. Library, *Chronicle*, 16: 1-9 (Autumn, 1954).
 298. WISCONSIN. STATE HISTORICAL SOCIETY. Accessions, manuscripts. *Wisconsin magazine of history*, 38: 125-126 (Winter, 1954-55). Contains information on the several special collecting projects of the Society.

299. WOODRESS, JAMES. The [Booth] Tarkington papers. Princeton University. Library, *Chronicle*, 16: 45-53 (Winter, 1955).

See also 53, 137, 143, 335, 337, 351, 364, 368, 372, 401, 416.

D. Foreign Countries

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301. BARTHELEMY, D. Discoveries in the Judean desert, Qumran Cave I. By D. Barthelemy and J. T. Milik. New York, Oxford Univ. Press, 1955. 178 p. Translation of and commentary on the Dead Sea Scrolls, including accounts of the finding, the method used for separating the layers of leather, the constitution of the ink, and the archeological evidence for the dating. Text in French, English, and Aramaic.
302. BRITISH RECORDS ASSOCIATION. Handlist of Scottish and Welsh record publications. The Scottish section by Peter Gouldesbrough and A. P. Kup; the Welsh section by Idwal Lewis. London, 1954. 34 p. (*Publications pamphlet* no. 4). Supplements the Association's *Handlist of record publications*, 1951, which dealt exclusively with England.
303. BROME COUNTY HISTORICAL SOCIETY. Collections; preliminary inventory. Published by the Public Archives of Canada in cooperation with Brome County Historical Society. [Ottawa] 1954. 99 p. Compiled by Homer A. Mitchell, President of the Society and edited by the Public Archives, as part of a joint program that will include microfilming the Society's manuscripts by the Public Archives according to the arrangement of the inventory.
304. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Preliminary inventory. Manuscript group 18. Pre-conquest papers. [Ottawa] 1954. 41 p.
305. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Preliminary inventory. Manuscript group 19. Fur trade and Indians, 1763-1867. [Ottawa, 1954] 30 p.
306. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Preliminary inventory. Manuscript group 21. Transcripts from papers in the British Museum. [Ottawa] 1955. 31 p.
307. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Preliminary inventory. Record group 19. Department of Finance. [Ottawa] 1954. 41 p.
308. LES COLLECTIONS militaires polonaises à l'étranger. *Revue internationale d'histoire militaire*, 1952, no. 12: 563-567. Describes holdings of the Bibliothèque Polonaise de Paris (founded 1838) and of the Institut Sikorski at London (founded 1945). The former has a Section des Manuscrits et Archives, the latter has an Archives and a Museum.
309. ELLIS, ROGER. The Novello and Cowden Clarke papers. *Archives*, 2, no. 12: 205-210 (Michaelmas, 1954). Describes the valuable family archives discovered in the Casa Gigliucci at Fermo, Italy, and recently presented to the University of Leeds.
310. FRANCE. ARCHIVES NATIONALES. Le fonds du Comité de sûreté générale (AF II*, F⁷, Dxlili) par Pierre Caron. Paris, Impr. nationale, 1954. 185 p.
311. FURBER, HOLDEN. The East India Company's financial records. *Indian archives*, 7: 100-114 (July-Dec., 1953). Observations based chiefly on the Company's home office records in London and the Madras (field office) ledgers and journals now in the Madras Record Office.
312. GAGNEBIN, BERNARD. Le cabinet des manuscrits de la Bibliothèque de Genève. Genève, 1954. 53 p.
313. GUILLÉN, JULIO F. Independencia de America, indice de los papeles de expediciones de Indias. Madrid, Instituto Histórico de Marina, 1953. 3 vols.
314. GUILLÉN, JULIO F. Indice de los papeles de la sección de corso y presas, 1784-

- 1838 [Archivo General de Marina Don Alvaro de Bazán] Madrid, Imprenta del Ministerio de Marina, 1953-54. 2 vols.
315. JONES, PHILIP E., *ed.* Calendar of plea and memoranda rolls preserved among the archives of the Corporation of the City of London at the Guild Hall, A.D. 1437-1457. Cambridge, Eng., University Press, 1954. 229 p. The fifth volume in a series, the first four of which covered the period 1323-1437.
 316. JONG, C. T. de. Études et recherches néerlandaises. *Revue d'histoire de la deuxième guerre mondiale*, 4: 143-147 (1954). Relates chiefly to study of German deportations and to the National Institute for War Documentation and the Dutch Red Cross, including list of primary source materials in the latter.
 317. KELLAWAY, WILLIAM. The archives of the New England Company. *Archives*, 2, no. 12: 175-182 (Michaelmas, 1954). Describes the records of the oldest protestant missionary society still in existence, now in the Guildhall Library.
 318. KRISTELLER, PAUL O. Pt. II. A tentative list of unpublished inventories of imperfectly catalogued extant collections. *Traditio*, 9: 393-418 (1953). A list of more than 100 inventories covering collections in 245 cities of nearly 20 European countries. Supplements the author's "Latin manuscript books before 1600: a bibliography of the printed catalogues of extant collections" (*Traditio*, 6: 227-317. 1948).
 319. LINDSAY-MACDOUGALL, K. F. Manuscripts at the National Maritime Museum. Pt. 1. *Mariner's mirror*, 40: 223-226 (Aug., 1954).
 320. MACEDO SOARES, JOSÉ C. de. Fontes da Historia da Igreja Católica no Brasil. Rio de Janeiro, 1954. 338 p. Includes chapters on archival material in Europe, Brazil, and the rest of the Americas. Also listing of records in national, state, and ecclesiastical archives and manuscript collections in national and state libraries.
 321. MAJOR, KATHLEEN, *comp.* A handlist of the records of the Bishop of Lincoln and of the Archdeacons of Lincoln and Stow. London, Geoffrey Cumberlege, Oxford Univ. Press, 1953. 122 p. Catalogs the principal classes of one of the most extensive collections of ecclesiastical records in England.
 322. MALININ, G. A. Gosudarstvennyi arkhiv saratovskoi oblasti. *Voprosy istorii*, 1954 (10): 174-176. A brief account of materials in Saratov's regional archives.
 323. NEW ZEALAND. INTERNAL AFFAIRS DEPARTMENT. ARCHIVES DIVISION. Preliminary inventory no. 4. Archives of the Provinces of New Ulster and New Munster and of the Civil Secretary's Office. Wellington, Department of Internal Affairs, 1954. 15 p.
 324. NORTHAMPTONSHIRE ARCHIVES COMMITTEE. Summary guide to the Northamptonshire Record Office. By P. I. King, with a foreword by Frank Lee. Northampton, J. Stevenson Holt, Ltd., Printers, 1954. 24 p. The Record Office was established in 1952 to take over the archival functions of the Northamptonshire Record Society. The guide comprises the history and rules of the Office, the identity of its more important finding mediums, and descriptions of the six principal classes of holdings.
 325. PURVIS, JOHN S. Records of the Diocese of York. *Contemporary review*, 187: 205-208 (Mar., 1955).
 326. SCROGGS, EDITH S. The records of Rochester Bridge and the New College of Cobham. *Archives*, 2, no. 12: 183-191 (Michaelmas, 1954).
 327. SURATTEAU, J. Archives de la période révolutionnaire en Suisse. *Annales historiques de la révolution française*, 27: 59-60 (Jan.-Mar., 1955).
 328. TAGAROV, Z. Gosudarstvennyi arkhiv irkutskoi oblasti. *Voprosy istorii*, 1954 (7): 183-184. A brief account of materials available in the Archives at Irkutsk.
 329. TUDELA, JOSÉ. Los manuscritos de America en las bibliotecas de España. Madrid, Ediciones Cultura Hispánica, 1954. 586 p.
 330. WICKBERG, EDGAR B. Spanish records in the Philippine National Archives. *Hispanic American historical review*, 35: 77-89 (Feb., 1955).

331. WILSON, EDMUND. The scrolls from the Dead Sea. *New Yorker*, 31, no. 13: 45-121 (May 14, 1955). A more popular treatment of the matter discussed in item 301, above.

See also 168, 172-173, 175, 185, 191, 199-200, 204, 217, 237, 341, 348, 359, 367, 382, 388, 391, 402.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

332. BORN, LESTER K. Annual reports on acquisitions: microreproduction. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 12: 33-36. (Nov., 1954). A report on developments in policy and practice and a summary of significant acquisitions in microfilm, by the Coordinator of Microreproduction Projects.
333. BORN, LESTER K. Some animadversions on European standards and practices. *American documentation*, 5: 160-162 (Aug., 1954). Discusses the lack of standardization in the techniques, sizes, and equipment employed in the microphotographic reproduction of documents in Europe and the United States.
334. BRÉE, RUDOLF. Mikrofilm im Archivwesen. *Der Archivar*, 7: cols. 101-108 (1954).
335. CHURCH of Jesus Christ of Latter Day Saints microfilming project in Mexico. *Hispanic American historical review*, 35: 91 (Feb., 1955).
336. CLAPP, VERNER W., FRANCIS H. HENSHAW, DONALD C. HOLMES. Are your microfilms deteriorating acceptably? *Library journal*, 80: 589-594 (Mar. 15, 1955). Studies at Library of Congress indicate need for testing and sampling microfilm products prior to purchase. Suggests specific testing methods.
337. FISHER, MARY A. Preliminary guide to the microfilm collection in the Bancroft Library. Berkeley, Calif., Univ. of California, 1955. 28 l.
338. GILLE, BERTRAND. Exquisse d'un plan de normalisation pour le microfilmage des archives. *Archivum*, 3: 87-104 (1953). Abstracts in English and Spanish.
339. GREAT BRITAIN. PUBLIC RECORD OFFICE. Microphotography and archives, being a memorandum from the Public Record Office. *Archivum*, 3: 81-86 (1953). Abstracts in Spanish and French.
340. HAWKEN, WILLIAM R. New methods for photocopying. *Library journal*, 79: 1115-1124 (June 15, 1954).
341. ILA, BÁLINT. I. Országos levéltár. 9. Filmtár. Budapest, Levéltárak országos központja, 1954. 227 p. (*Levéltári alapelektárak*). A survey of microfilming activities in the National Archives of Hungary. Résumé in French, p. 223-227.
342. MASON, RUTH E. What "ASA" and "Z39" mean to librarians. *Special libraries*, 46: 191-195 (May-June, 1955). Discusses work of the American Standards Association as represented by its Sectional Committee Z39, Standardization in the Field of Documentation and Library Practice, and its Committee PH5, on Photographic Reproduction of Documents.
343. TATE, VERNON D. Annual meeting, National Microfilm Association. *American documentation*, 5: 173-174 (Aug., 1954).
344. TATE, VERNON D. Photographic and other scientific aids of the editor and curator. American Philosophical Society, *Proceedings*, 98: 179-184 (June 15, 1954). A paper read in the symposium on the manuscript sources of American history: problems of their control, use, and publication, November 12, 1953.
345. TYLER, A. W., W. L. MYERS, AND J. W. KUIPERS. The application of the Kodak minicard system to problems of documentation. *American documentation*, 6: 18-30 (Jan., 1955).
346. VIELLIARD, J. The photographing and reproducing of manuscripts. *Unesco bulletin for libraries*, 8, no. 10: [E 109]-E 113 (Oct., 1954). The head of the Institut de Recherche et d'Histoire des Textes, Paris, discusses briefly national

and international microfilm services and various kinds of equipment used in microfilming.

347. WEBB, THOMPSON, JR. Microcopy, near-print, and the new film composing machines. *Library quarterly*, 25: 111-124 (Jan., 1955).

See also 32, 98, 108, 112, 126, 268, 287.

IX. SERVICE, USE, AND PUBLICATION OF RECORDS AND HISTORICAL MANUSCRIPTS

348. BARRACLOUGH, GEOFFREY. The historian and his archives. *History today*, 4: 412-420 (June, 1954). A discussion of the value of multi-archival research, drawing on the author's experience in the use of materials in the Vatican Archives, the Archives of the Crown of Aragon in Barcelona, and the Archives of the Teutonic Knights (formerly at Koenigsberg, since 1944 at Goslar).
349. BELL, WHITFIELD J. Franklin's papers and *The papers of Benjamin Franklin*. *Pennsylvania history*, 22: 1-17 (Jan., 1955). Discusses the history of the Franklin manuscripts, their earlier editorial treatment, and the problems involved in editing them according to present canons of historical documentary publication.
350. BLAINEY, GEOFFREY. Review article: Scissors and paste in local history. *Historical studies, Australia and New Zealand*, 6: 339-344 (Nov., 1954). Includes comments on importance and availability of local records.
351. BOMBARD, OWEN W. A new measure of things past. *American archivist*, 18: 123-132 (Apr., 1955). An essay on the techniques of oral history by the supervisor of the Oral History Section of the Ford Motor Company Archives.
352. BRAYER, HERBERT O. Why tell your business history? *American business*, 24: 28 + (Apr., 1954).
353. BROEHL, W. G. Should your company publish its history? *Management review*, 43: 831-833 (Dec., 1954).
354. BROOKS, PHILIP C. The historian's stake in Federal records. [n. p., n. d.] II 1. A paper read before the annual meeting of the Pacific Coast Branch, American Historical Association, December 27, 1954.
355. BROWNE, HENRY J. Raiding labor records. *American archivist*, 17: 262-264 (July, 1954). Urges that historians join archivists in urging upon labor organizations in the United States the importance of effective preservation of their records.
356. CLARK, ALEXANDER B. A word about exhibitions. *Manuscripts*, 6: 234-236 (Summer, 1954). The author is curator of manuscripts at the Princeton University Library.
357. COCHRAN, THOMAS C. Railroad leaders, 1845-1900: the business mind in action. Cambridge, Harvard Univ. Press, 1953. 564 p. "Biographical data and correspondence," including extracts from office letters preserved in the railroads' archives, p. 231-501.
358. CROON, HELMUTH. Sozialgeschichtsforschung und Archive. *Der Archivar*, 7: cols. 243-254 (1954).
359. DYBD AHL, VAGN. Oversigt over industrihistorisk litteratur, 1945-54. Ved Vagn Dybdahl, Andreas Jorgensen og Finn H. Lauridsen. [Aarhus?] Erhvervsarkivet, 1955. 23 p.
360. THE ECONOMICS of collecting. *Manuscripts*, 6: 229-233 (Summer, 1954). Two papers read at the annual meeting of the Manuscript Society, New Haven, May 7-9, 1954. *Contents*. — Richard Maass, The growing demand; Gordon Banks, Dwindling supply of manuscript material.
361. GATES, PAUL W. Research in the history of American land tenure. *Agricultural history*, 28: 121-126 (July, 1954). A review article on the literature of public land disposal, urging the need of further research in the records and the publication of documentary materials relating to the original distribution of the public lands.

362. GRIEVE, HILDA. Illustrations in record publications. *Archives*, 2, no. 11: 131-135 (Lady Day, 1954).
363. GROVER, WAYNE C. Genealogy and American scholarship. National Genealogical Society, *Quarterly*, 42: [105]-107 (Sept., 1954). Abstract of an address before the National Genealogical Society.
364. HABER, FRANCIS C. Robert Gilmor, Jr. — pioneer American autograph collector. *Manuscripts*, 7: 13-17 (Fall, 1954). Describes the part of the Gilmor autograph collection in the Maryland Historical Society.
365. HELFERS, M. C. The United States Army's history of World War II. *Military affairs*, 19: 32-36 (Spring, 1955). A note on the Army's program for preparing official history of World War II.
366. HOLMES, OLIVER W. Some reflections on business archives in the United States. *American archivist*, 17: 291-304 (Oct., 1954).
367. JOHNSON, L. C. Historical records of the British Transport Commission. *Journal of transport history*, 1: 82-96 (Nov., 1953).
368. KELLAR, HERBERT A. A case study in evaluating sources for local history. *American archivist*, 17: 243-255 (July, 1954).
369. KERR, CHESTER. Publishing historical sources. American Philosophical Society, *Proceedings*, 98, no. 4: 273-278 (Aug., 1954). A paper read in the symposium on the manuscript sources of American history: problems of their control, use, and publication, November 12, 1953. Includes bibliography.
370. LABAREE, LEONARD W. The papers of Benjamin Franklin. *Manuscripts*, 7: 36-39 (Fall, 1954). Describes the program of the American Philosophical Society and Yale University to publish the papers of Benjamin Franklin, with financial assistance by Time, Inc., on behalf of *Life Magazine*.
371. LONG, GAVIN. The Australian war history tradition. *Historical studies, Australia and New Zealand*, 6: 249-260 (Nov., 1954). Discusses Australian activity dating from 1919 in the writing of official contemporary history.
372. LUTZ, ALMA. Facts the historians missed. *Independent woman*, 33: 125-126, 156 (Apr., 1954). A brief description of the Sophia Smith Collection at Smith College, the Radcliffe Women's Archives, and other collections.
373. MALONE, DUMAS. The pen of Douglas Southall Freeman. In Freeman, Douglas Southall, *George Washington, a biography*. Vol. 6. New York, Scribner, 1954. 529 p. p. xi-xxxi. An appreciative essay on Freeman's research methods.
374. MANUSCRIPT SOCIETY. The 1954 Manuscript Society meeting. *Manuscripts*, 6: 221-222 (Summer, 1954).
375. MIXER, CHARLES W. New insurance for library collections. *Library journal*, 79: 1539-1543 (Sept. 15, 1954). Description of a new "valuable papers" policy, applicable either to rarities, or to nonrarities, or to both.
376. NEVINS, ALLEN. Business and the historian. American Petroleum Institute, *Proceedings*, 33 (1): 85-89 (1953).
377. OVERBURY, BERTHA V. Collecting American women authors. *Manuscripts*, 7: 104-108 (Winter, 1955). Describes the author's collection of books by women that has expanded to include manuscript materials.
378. PAPERS of great listed for study. *Manuscripts*, 7: 100-101 (Winter, 1955). A note on the recently published report of the National Historical Publications Commission.
379. PUBLISHING the papers of great men; a session at the sixty-ninth annual meeting of the American Historical Association, 30 December 1954. By Walter M. Whitehill, Julian P. Boyd, Leonard W. Labaree, Lyman H. Butterfield, Wilmarth S. Lewis, and Waldo G. Leland. *Daedalus*, 86: 47-79 (May, 1955). Addresses by the editors of the Jefferson, the Franklin, the Adams, and the Walpole papers, with comments by Messrs. Whitehill and Leland.
380. QUARTERMASTER Corps historical program. *Military affairs*, 18: 111 (Summer, 1954). A note on the current historical program of the Quartermaster Corps.
381. SANBORN, HERBERT J. Exhibition catalogs. By Herbert J. Sanborn and Nelson R. Burr. *American archivist*, 17: 265-271 (July, 1954).

382. SCHELLENBERG, THEODORE R. The approach to historical source materials, with particular reference to the Archives of Tasmania. Tasmanian Historical Research Association, *Papers and proceedings*, 3: 57-60 (June, 1954). A paper read before a meeting of the Association, March 31, 1954.
383. SHELLEY, FRED. Ebenezer Hazard: America's first historical editor. *William and Mary quarterly*, 3d ser., 12: 44-73 (Jan., 1955). Discusses Hazard's widely used documentary publication, *Historical collections* (1792-94) and places him in the first rank of American antiquaries.
384. SMITH, LOUIS C. The copying of literary property in library collections. Pt. II. *Law library journal*, 47: 204-208 (Aug., 1954). Relates only to matters involving copyrighted materials, not to the common law right of literary property. A condensed version of this article and its predecessor in the *Law library journal* for August 1953 appeared in the *Library journal*, 80: 23-27 (Jan. 1, 1955).
385. STUTLER, BOYD B. John Brown's letters and documents. *Manuscripts*, 7: 4-12 (Fall, 1954). A discussion of the nature, quantity, and market value of autographs of John Brown.
386. U. S. CONGRESS. SENATE. JUDICIARY COMMITTEE. Establishment of a commission to celebrate the two hundredth anniversary of the birth of Alexander Hamilton. Hearing . . . 83-2, on S. J. Res. 140. Washington, 1954. 13 p. Among other items the proposed Commission would interest itself in promoting the publication of a comprehensive edition of the writings of Alexander Hamilton.
387. U. S. NATIONAL HISTORICAL PUBLICATIONS COMMISSION. A national program for the publication of historical documents: a report to the President. Washington, 1954. 106 p. Outlines a cooperative program for the publication of (1) papers of individual leaders in varied fields and (2) papers relating to subject areas. Lists 361 individuals whose papers have been recommended to the Commission as worthy of publication, to 112 of whom it has given special study. Announces the Commission's own plan to publish documentary histories of the ratification of the Constitution and the Bill of Rights and of the work of the First Federal Congress. Includes a selective list of documentary historical publications of the United States Government.
388. WALSH, H. H. Research in Canadian church history. *Canadian historical review*, 35: 208-216 (Sept., 1954). Mentions the need for information on unpublished sources, citing *Bulletin* of the Committee on Archives of the United Church of Canada.
389. WILEY, BELL I. Historians and the national register. *American archivist*, 17: 325-330 (Oct., 1954). A paper read at a joint meeting of the Mississippi Valley Historical Association and the Society of American Archivists at Madison, Wisconsin, April 24, 1954. Relates to the National Union Catalog of Manuscript Collections in the Library of Congress.
390. WOHL, R. RICHARD. The significance of business history. *Business history review*, 28: 128-140 (June, 1954).

See also 15, 63, 98-100, 108, 136-137, 143, 163, 173, 204, 225-226, 229, 248, 250, 253, 286, 301, 331.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

391. BASCAPÈ, GIACOMO C. La sigillografie in Italia. Notizia. Saggio bibliografico. *Archivi*, 2d ser., 21: 191-243 (1954).
392. BLASCHKE, KARLHEINZ. "Bildstücke" im Archiv. *Der Archivar*, 7: cols. 191-196 (1954).
393. BOUSSE, A. La restauration et le moulage des sceaux aux Archives du Royaume à Stockholm. *Archives, bibliothèques et musées de Belgique*, 25: 220-230 (1954).

394. CALIFORNIA. UNIVERSITY. LIBRARY. Duties of the clerk assigned to phonorecord cataloger. Berkeley, 1953. 50 l.
395. CALIFORNIA. UNIVERSITY. LIBRARY. Manual for the phonorecord cataloger. Berkeley, 1953. iii, 51, [35] p.
396. DESHPANDE, C. D. A note on Maratha cartography. *Indian archives*, 7: 87-94 (July-Dec., 1953).
397. DEXTER, LORRAINE. American collections of stereoscopic photographs. *Eye to eye*, no. 5: 3-23 (June, 1954).
398. FISHER, ALLAN C. Eastman of Rochester: photographic pioneer. *National geographic magazine*, 106: 423-438 (Sept., 1954).
399. FRIIS, HERMAN R. Cartographic and geographic activities of the Lewis and Clark Expedition. Washington Academy of Sciences, *Journal*, 44: 338-351 (Nov., 1954). Extensive bibliographical notes indicate locations of records of the expedition.
400. GOODMAN, MARIE C. Map collections in the United States and Canada. *Surveying and mapping*, 15: 30-35 (Jan.-Mar., 1955). A review article on the directory, *Map collections in the United States and Canada* (New York, Special Libraries Association, 1954).
401. GRAPHIC HISTORY SOCIETY OF AMERICA. Survey of picture collections relating to individual states. *Eye to eye*, no. 4: 24-28 (Mar., 1954). Covers Alabama, Colorado, Kansas, and Nebraska.
402. JENKINSON, Sir HILARY. Guide to seals in the Public Record Office. London, H. M. Stationery Off., 1954. x, 67 p.
403. LONDON. NATIONAL FILM LIBRARY. CATALOGUING DEPARTMENT. Rules for use in the Cataloguing Department of the National Film Library. 3d rev. ed. London, British Film Institute, 1954. 40 l.
404. MESERVE, FREDERICK H. My experience in collecting historical photographs and how that life-time adventure led to great friendship. *Lincoln herald*, 56: 2-20, 30 (Spring-Summer, 1954). Describes the author's experiences in building up the "Meserve Collection" of photographs of Abraham Lincoln and of the Civil War period.
405. SLA Picture Division Issue. *Special libraries*, 45: 267-300. Pt. contents.— Josephine Cobb, The still picture program at the National Archives, p. 269-273; Hermine M. Baumhofer, Pictorial documentation, p. 274-276.
406. TERVEEN, FRITZ. Der Film als historisches Dokument. *Vierteljahrshefte für Zeitgeschichte*, 3: 57-66 (Jan., 1955).
407. TERVEEN, FRITZ. Vorschläge zur Archivierung und Wissenschaftlichen Aufbereitung von historischen Filmdokumenten. *Geschichte in Wissenschaft und Unterricht*, 6: 169-177 (Mar., 1955).
408. TRETZE-CONRAT, F. Documentary prints. *Eye to eye*, no. 4: 18-24 (Mar., 1954).
409. UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION. International standard system for the cataloguing of educational, scientific, and cultural films and filmstrips. [n. p.] 1954. 53 l. A draft edition of April 1954.
410. U. S. LIBRARY OF CONGRESS. Comment on Unesco's *International standard system for the cataloguing of educational, scientific, and cultural films and filmstrips*, April 1954. [n. p., n. d.] 14 l.
411. U. S. LIBRARY OF CONGRESS. PRINTS AND PHOTOGRAPHS DIVISION. Pictorial Americana, a select list of photographic negatives in the Prints and Photographs Division. 2d ed. Washington, 1955. 68 p. A list of photographic negatives available for reproduction, arranged under three broad groupings—"History (through 1899)," "views," and "General Subjects."
412. U. S. NATIONAL ARCHIVES. List of cartographic records of the Bureau of Indian Affairs (Record Group 75). Comp. by Laura E. Kelsay. Washington, 1954. 127 p. (*Special lists*, no. 13).
413. U. S. NATIONAL ARCHIVES. Preliminary inventory of the cartographic records of the Office of the Secretary of the Interior (Record Group 48). Comp. by Laura E. Kelsay. Washington, 1955. 11 p. (*Preliminary inventory* no. 81)

- 414. U. S. NATIONAL ARCHIVES. Preliminary inventory of the cartographic records of the United States Marine Corps (Record Group 127). Comp. by Charlotte M. Ashby. Washington, 1954. 17 p. (*Preliminary inventory* no. 73)
- 415. WHEAT, CARL I. Mapping the American West, 1540-1857; a preliminary study. American Antiquarian Society, *Proceedings*, 64: [19]-194 (1954). Bibliographical notes provide many references to archival and manuscript sources in numerous repositories.
- 416. WHITEHILL, WALTER M. The Boston Athenaeum collection of topographical and architectural view of Boston and vicinity. *Eye to eye*, no. 4: 11-17 (Mar., 1954).

See also 118.

XI. THE RECRUITMENT AND TRAINING OF ARCHIVISTS, CUSTODIANS OF MANUSCRIPTS, AND RECORDS OFFICERS

- 417. ALTMAN, HENRYK. La formation professionnelle des archivistes dans la République populaire de Pologne. *Archivum*, 3: 41-44 (1953). Includes abstracts in English and Spanish.
- 418. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. Institutes on Records Management and Archives Administration. [n. p., n. d.] Folder. An announcement of the second Institute on Records Management, June 20-July 1, 1955, and of the first Institute on the Preservation and Administration of Archives: advanced, July 5-16, 1955.
- 419. [ANGEL, HERBERT E. Tehran University course on archives and records management, 1954. n. p., 1954] var. pag. Lectures given during the author's consultantship mission to Iran under the technical assistance program of the Foreign Operations Administration. In Farsi.
- 420. BATTELLI, GIULIO. La Scuola d'archivistica presso l'Archivio segreto Vaticano. *Archivum*, 3: 45-49 (1953). Includes abstracts in English, French, and Spanish.
- 421. BROOKS, PHILIP C. Archival heritage meets modern records in Panama. *American archivist*, 18: 151-159 (Apr., 1955). Describes the author's consultantship mission to Panama, Jan.-July 1954, under the technical assistance program of the Foreign Operations Administration.
- 422. BROOKS, PHILIP C. El manejo de archivos y documentos; curso dictado por el Dr. Philip C. Brooks, bajo los auspicios del Gobierno Nacional de la República de Panamá y la Universidad de Panamá, con la cooperación del Instituto de Asuntos Interamericanos. [Panama City, 1954] var. pag. Cover title. Lectures given during the course described in the immediately preceding item.
- 423. FAHLSTROM, JAN M. Kurs för industriarkivarier. *Tidskrift för dokumentation*, 10: 41-44 (1954). Describes course for industrial archivists. Includes abstract in English.
- 424. MAROT, PIERRE. La formation de l'archiviste en France. *Archivum*, 3: 51-60 (1953). Includes abstracts in English and Spanish.
- 425. NEW YORK UNIVERSITY. GRADUATE SCHOOL OF BUSINESS ADMINISTRATION. 1st annual conference on records management, Monday and Tuesday, September 20-21, 1954; records management — a new science comes of age. [New York, 1954] Folder. The program of the conference, presented by New York University in cooperation with the National Records Management Council.
- 426. PAPRITZ, J. Die Archivschule Marburg. *Archivum*, 3: 61-75 (1953). Includes abstracts in English, Spanish, and French.
- 427. RADCLIFFE COLLEGE. Institute on historical and archival management; second annual session, June 20-August 12, 1955. [n. p., n. d.] Folder. At head of title: Radcliffe College and the Department of History, Harvard University.
- 428. SALETORRE, B. A. Professional archives training in India. *Archivum*, 3: 77-80 (1953). Includes abstracts in Spanish and French.

See also 42, 55, 163.

Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

A Guide to Utah Manuscripts in the Bancroft Library, With an Introduction to Hubert Howe Bancroft and the History of Utah, by George Ellsworth. (Reprinted from the *Utah Historical Quarterly*, 22:99-124, 197-247, April, July, 1954.)

Dr. Ellsworth, an assistant professor of history at the Utah State Agricultural College, has divided his monograph into two parts. The first is a historical introduction on Bancroft and the history of Utah. The second, twice as large, is the guide to manuscripts in the Bancroft Library that concern Utah history.

In the latter half of the nineteenth century Hubert Howe Bancroft undertook to write a monumental and definitive history of western America. In the course of his researches he and his staff assembled more than 60,000 volumes and over 100,000 manuscripts. The manuscripts consist of autobiographies, interviews, copies of statutes, diaries and journals, and first-person narratives of participants in historical events. Bancroft spoke the truth when he said, "He who shall come after me will scarcely be able to undermine my work by laying another or a deeper foundation. He must build upon mine or not at all, for he cannot go beyond my authorities for facts."

The Bancroft collection was sold in 1905 to the University of California for \$250,000, and it formed the nucleus of the Bancroft Library. Since then the collection has been considerably augmented by gifts and purchases, the most notable of which were copies of hundreds of interviews and diaries collected by the Historical Records Survey of Utah.

Professor Ellsworth discusses the manuscripts in two major groups, each with two subdivisions. The first group comprises the manuscripts acquired from Bancroft and is subdivided into "Utah Manuscripts" and "Other Classifications." The documents in the latter subgroup, although pertaining to other States, contain material of interest to the student of Utah history. The manuscripts in the second group are those acquired by the library since 1905; these are subdivided in the same way as those in the first group. The entries are arranged alphabetically within each subdivision.

A typical entry gives the full name of the author and the dates of his birth and death, the title of the manuscript and the place and date of writing, the number of volumes and/or pages, the size, a short description of the author and the contents of the manuscript, and the library's call number for the manuscript.

The *Guide* was written for the student of the history of Utah and of the Mormons, and as such it admirably fulfills its purpose. The historian and the

archivist may well congratulate Dr. Ellsworth for preparing this excellent and invaluable finding aid for the student of western American history. It is to be hoped that Dr. Ellsworth will eventually do the same spadework for the collections of the Utah Historical Society.

M. HAMLIN CANNON

Washington, D. C.

City of Philadelphia, Department of Records. *Annual Report, 1954* (Philadelphia, the Department, 1955. Pp. 42. Processed.)

This report should be read by anyone interested in municipal records. No other city presents a comparable summary of its records activities; for that matter, no other city has a department of records. The experiences of Philadelphia in the areas of archives and records center administration, document recording (particularly of deeds and other legal instruments), forms control and design, records control, and microphotography are carefully outlined here for those of us who choose to recognize their true significance. The major cities in this country are becoming increasingly aware of their records problems. They would be wise to watch Philadelphia in its pioneering as one of the very small group of American cities that are doing something positive about a serious situation.

The report itself is not remarkable either in appearance or content. It is printed in offset and is paperbound. The few illustrations could serve a more useful function if they were more significant and carried captions; charts and graphs could be more numerous than they are. The progress and accomplishments of the year are carefully set forth, but this reviewer would personally like to see set forth in some detail the methods and procedures behind them. The arrangement of the report is logical, printing first an organization chart and then discussing the activities of the various divisions in the department. These are the Deeds Division, the Archives Division (which encompasses the records center), and the Forms Control and Records Service Division. Finally the report gives a general summary of achievements, problems and plans.

Of particular interest to members of this Society is that part of the report that deals with the Archives Division under the Archivist, Charles Evans Hughes, Jr. The matter-of-fact summary of his historical "finds," the acquisition of the old Customs House for an Archives building, the details of savings to the city in dollars and space through the Archives' and the records center's activities come very close to dramatic reading.

RICHARD RUDELL

Ford Motor Company Archives

Early American Science; Needs and Opportunities for Study, by Whitfield J. Bell, Jr. (Williamsburg, Va., Institute of Early American History and Culture, 1955. Pp. vii, 85. \$1.25.)

During 1952-53 the Institute of Early American History and Culture conducted at Williamsburg three conferences on the needs and opportunities

for study in several inadequately investigated fields: early American science, early American law, and Indian relations before 1830. In each field an authoritative specialist presented a survey paper, which was critically discussed by the other participants and was later revised for publication with an extensive bibliographical supplement. Dr. Bell's review of science, the first to be published, certainly sets a high standard for its successors. The survey occupies 34 pages with 63 bibliographical footnotes; the bibliography is in 4 parts and occupies 44 pages; 36 of these are devoted to the final part, biobibliographies of 50 early American scientists. The first 2 parts of the bibliography, on the general history of science and the history of science in America to 1820, do not repeat titles which appear in the footnotes to the survey. The index, of less than 3 double-column pages, is far from exhaustive.

Dr. Bell, in the course of noticing much valuable work already done, indicates the categories in which further study is desirable: bibliographies above all, particularly in order to catch important historical studies published in scientific journals; biographies ("Perhaps in historiography the biographical stage corresponds with the taxonomic in natural science"), including those of amateurs and patrons of science and European teachers and correspondents of American scientists; histories of individual sciences in America, especially astronomy, physics, chemistry, navigation, surveying, and ethnology; pseudo-science; education in science, especially intensive studies of individual colleges and of the academies in general; scientific intercommunication, especially transatlantic; scientific organizations; scientific popularization, including public lectures and museums; and science and society, including the problems of the support and the prestige of scientists.

Dr. Bell, in his survey and its footnotes, and in part four of his bibliography, gives much attention to archival and manuscript sources of certain or possible value for further research. He notes as one of the basic difficulties of the subject that fact that papers of men of science have been less fully preserved than those of public men or belletrists. Relevant materials in the National Archives are the records of the U. S. Coast and Geodetic Survey, the meteorological records of the Surgeon-General's Office, the cartographic records of the General Land Office, and related materials of the Office of the Chief of Engineers. Dr. Bell inquires whether the logs of naval vessels and the records of naval medical officers will prove worth investigation by historians of science. He calls attention to the value of university archives ("of which the Harvard University Archives are both richest and best organized") for those studies of individual colleges that he desires, and to the papers of the Philadelphia Society for Promoting Agriculture, now arranged and preserved in the School of Veterinary Medicine of the University of Pennsylvania. Examples of European sources are the papers of William Cullen, preserved at the Royal College of Physicians at Edinburgh, which document his American influence, and the letter books of Allen and Hanbury, still in possession of that company in London, which include their correspondence with American pharmacists. Each of the 50 biobibliographies contains information on manuscript sources when any are known.

It is worth noticing that in Philadelphia there are major collections for 27 of these men and minor collections for 9 more. To some extent this information reflects the special knowledge acquired by Dr. Bell in preparing his dissertation, "Science and Humanity in Philadelphia, 1775-1790" (University of Pennsylvania, 1947; Publication No. 2499 of University Microfilms, Ann Arbor, 1951); even more it mirrors the special position of Philadelphia as the then largest and most progressive of American cities. In some instances Dr. Bell would doubtless have given fuller references if he had had more space at his disposal, but the volume as it stands is an admirable realization of its purpose. Apropos of the difficulty of being precise in every sphere, it is misleading to speak of "the chieftainship of the Cherokees" (p. 13); G. H. E. Muhlenberg signed himself Henry, not Gotthilf (p. 13); and no student of our early national coinage would call the directorship of the United States Mint a sinecure (p. 33).

DONALD H. MUGRIDGE

Library of Congress

The American Bibliography of Charles Evans; a Chronological Dictionary of All Books, Pamphlets, and Periodical Publications Printed in the United States of America From the Genesis of Printing in 1639 Down to and Including the Year 1800, With Bibliographical and Biographical Notes; Volume 13, 1799-1800, by Clifford K. Shipton. (Worcester, Mass., American Antiquarian Society, 1955. Pp. 349. \$25.)

To say more in appraising the volume under review than that it is a credit to its series seems superfluous. Mr. Shipton has brought to conclusion the project of the late Charles Evans for a bibliography of American imprints from 1639 to 1800. This is the terminal date Evans himself had selected for the work he had originally hoped to bring down to 1820. Mr. Shipton's preface is good reading and merits attention. His tribute to the magnificent personal accomplishment of Charles Evans presents some new facts on Evans' working methods. (Where the accomplishment is so large, method is of perennial interest.)

The compiler has made some changes in the Evans system, in which we observe the values of the scholar, the bibliographer, and the practicing librarian (Mr. Shipton is all three) exercised in nice equilibrium. These changes are the adoption of more rigorous criteria for inclusion of titles, improved practice in the entry of anonymous and pseudonymous works, more fully quoted imprints, indication of size without regard to fold, and the inclusion of all locations useful to scholars or booksellers. At the same time, in view of mounting printing costs, titles have been shortened, with omissions carefully noted. And, while the compiler has himself examined the majority of titles, he has quite sensibly not felt obliged "to retrace the steps of competent and reliable bibliographers even though they might use a somewhat different system of describing pagination."

Negotiations are under way for the preparation of a supplementary and

index volume, as projected by Evans. This volume would include titles omitted from their proper place in the series and a master index. It would correct Evans' weakness in entering anonymous titles under doubtful author headings.

What of the period 1800-1820? Mr. Shipton is of the opinion that the product of the American press for this period can best be studied and recorded in small segments, preferably by city or press. It is to be doubted that there is better opinion available, since he has in progress in the library of the American Antiquarian Society an imprints catalog that already covers perhaps 70 percent of the books and pamphlets published in those two decades.

It is appropriate that the appearance of the present volume should so nearly coincide with the announcement by the American Antiquarian Society that it will publish in microprint the full text of all the titles listed in Evans. Nonserial titles will be reproduced first, and it is hoped that this part of the project will be finished within 10 years. The availability of such a resource, like Evans itself, is a contribution of the first order to American scholarship.

LESTER W. SMITH

National Archives

Pictorial Americana, a Select List of Photographic Negatives in the Prints and Photographs Division of the Library of Congress, compiled by Milton Kaplan, edited by Charles G. LaHood, Jr. (2d ed., Washington, Library of Congress, 1955. Pp. 68. 25c, from Photoduplication Service, Library of Congress, Washington 25, D. C.)

Selective Checklist of Prints and Photographs, Recently Cataloged and Made Available for Reference, Lots 4121-4801. (Washington, Library of Congress, Reference Department, Prints and Photographs Division, 1954. Pp. 87. 70c, from Card Division, Library of Congress, Washington 25, D. C.)

These two publications are excellent guides to rare or unusual illustrative material. *Pictorial Americana* lists more than 4,000 items for which the Library of Congress holds copy negatives. The rather miscellaneous items are arranged by subject classification and thereunder in chronological sequence. They are primarily lithographs, drawings, sketches, woodcuts, and some photographs; many are from *Harper's Weekly*, *Ballou's*, or *Leslie's*. The period covered is principally the nineteenth century, with some earlier material, and the subjects range from Columbus to women's rights, with some interesting oddities like "Rosenberg's Great East India Horse Invigorator." There are excellent sections pertaining to the Civil War, American Presidents, and presidential campaigns and other political activities.

The *Selective Checklist* is a general inventory of more than 600 accessions described by lot, with a subject index. The lots consist chiefly of photographic items. Most important are the documentary photographs of the Civil War period, many by Mathew Brady, Alexander Gardner, and other great photographers of the time. Other lots contain printing samples, cartoons, posters,

drawings, lithographs, post cards, and some more unusual media. Some of the lots were gifts and are of rather ephemeral character. The subjects covered by the list show the widest possible variety. Most of the lots consist of American documentary items; these include, in addition to the conventional historical source material, items on social history such as marriage customs, the labor movement, migrant workers, and sports. Other subjects covered are foreign countries, foreign and domestic arts and crafts, foreign political parties and leaders, mythology, and religion.

The two publications, apart from their great value for pictorial source material, are helpful to picture librarians and archivists as useful examples for describing pictorial material that is often difficult to handle.

HERMINE BAUMHOFFER

Wright-Patterson Air Force Base

Mission Abroad, 1861-1862; a Selection of Letters From Archbishop Hughes, Bishop McIlvaine, W. H. Seward, and Thurlow Weed. (Rochester, N. Y., University of Rochester Press, Micropublication Service, ca. 1954. 17 microcards, 3" x 5".)

Here are reproduced originals and typed transcripts of an important group of letters of William Henry Seward, Thurlow Weed, Archbishop John Hughes, and Bishop Charles Pettit McIlvaine pertaining to an unofficial diplomatic mission to Europe during the early days of the Civil War. These envoys for the State Department went abroad at the request of the Administration in November 1861 to enlist the sympathies of the governments and the peoples of France and England in the cause of the North and to counteract the pleadings of other emissaries representing the South. Being private communications exchanged between personal friends, the letters informally record the activities, as well as a measure of success, in lessening the tension between the nations concerned. Never before has this correspondence been grouped nor even published in full. Note again that the papers are reproduced here from both originals and typescripts numbering 616 pages in all.

For this project the letters, lent cooperatively by Kenyon College, the Archives of the Archdiocese of New York, and the University of Rochester, were published by the new micropublication service of the University's press, which limits its publication to opaque microtext. This further experiment in making scattered source material inexpensively available is done with both care and clarity and therefore will be welcomed warmly.

The cards were read by this reviewer through projection on 3 types of microprint readers. Unfortunately, the bottom margin on some cards is not sufficient to avoid conflict with the card holder used by Kodagraph Model A.

CHARLES E. RUSH

University of North Carolina

The Hoover Library Collection on Russia, by Witold S. Sworakowski. [Hoover Institute and Library on War, Revolution, and Peace, Collection Survey, no. 1.] (Stanford, Calif., Stanford University Press, 1954. Pp. 42, appendix.)

This pamphlet, the first of the *Collection Survey* series of the Hoover Institute and Library, was written by the area curator for Eastern Europe to give accurate information on the contents of the Russian collection. The plan used in discussing these holdings, which now number over 40,000 items, combines topical concentration with chronology and provides a logical approach to the vast amount of material described.

The introductory chapter explains the history of the collection, which began shortly after the close of World War I with the narrow field of Russia's role in that war and the 1917 revolution. Since that time the scope of the collection has gradually been widened to cover political, social, and economic developments in the country during the nineteenth century and in some cases as far back as the medieval period. The result has been to create a source of research material of incomparable value, one of the five leading collections on the subject in the United States.

The main part of the pamphlet discusses the holdings in five parts. The first evaluates general reference works, regardless of place of publication. Then follow four sections that treat in turn the following subjects: the Tsarist period; the Provisional Government to November 7, 1917; the Soviet period; and the Comintern, Cominform, and related organizations. In each section the holdings are described under categories such as documents, books, pamphlets, manuscripts, periodicals, and newspapers. The author evaluates each group as to size, completeness, or special strength, so that the reader can gauge its importance at once.

A selective checklist of significant periodicals and newspapers, given in the appendix, will serve as a useful reference tool. Most items except serials, newspapers, and restricted papers are available through interlibrary loan.

MARY G. CARY

Swarthmore College

Libraries and Archives in Sweden, by Gösta Ottervik, Sigurd Möhlenbrock, [and] Ingvar Andersson, [translated] from the Swedish manuscript by Richard Cox. (Stockholm, Swedish Institute, 1954. Pp. 217. Kronor 10:)

This is one of a series of volumes on Sweden that the Swedish Institute of Stockholm has been publishing in foreign languages since 1951. A bibliography (pp. 205 and 206) lists 10 titles in English, 9 in French, 2 in German, 1 in Italian, and 5 in Spanish. The range of topics covered in these popular publications is broad, including agriculture, architecture, climate, history, education, the press, social security, the theater, and music.

The greater part of the book under review is devoted to libraries. This part need not detain us here except to remark that a number of Swedish libraries, like those in other countries, have manuscript collections. The li-

brary of the Royal Swedish Academy of Science contains the papers of Swedenborg and a large number of letters to and from Linnaeus, J. J. Berzelius, and other prominent scientists. It is not surprising to learn that in a country as old as Sweden the Royal Library and the libraries of the great universities of Uppsala and Lund have custody of valuable medieval manuscripts in addition to others of later date. Though the library of the Riksdag administers the Riksdag's archives, the greater part of the legislative records are on deposit in the National Archives.

Ingvar Andersson's discussion of "Archives in Sweden" (pp. 169-201) covers the National Archives (Riksarkivet), the provincial or regional archives, the Royal Archives of the Army and Navy, the archives of several central administrative boards (each administered by its own staff), and private archives. The public records system in Sweden is under the Ministry for Ecclesiastical Affairs and Education. It consists of the National Archives, seven provincial and county archives, and two municipal archives. The National Archives, which corresponds to the Archives Nationales in Paris and the Public Record Office in London, "exercises supervision over the formation, listing and preservation of the records of the country's civil administration." The Royal Archives of the Army and Navy, under the Ministry of Defense, performs similar service with respect to the records of the military establishments; it is housed in a fine modern building in Stockholm.

With some exceptions the Swedish public records are accessible to the public. The public records system cannot boast of such devices as the book railbus, the special library boat, and bookmobiles (see pictures, pp. 126, 127, and 147), but it does what it can to encourage the use of records by private persons. The three central research buildings of the National Archives in Stockholm are generally open from 10 a. m. to 5 p. m. (9 a. m. to 4 p. m. in the summer), and the main building is also open on certain evenings from 7 to 9 p. m. Yet the number of research visits to the National Archives has not kept pace in recent years with the number of visits to the provincial archives. Owing to increased interest in genealogy and local history, the number of visits to the provincial archives rose from less than 6,300 in 1920 to more than 23,300 in 1950. For 1950 the National Archives reported 20,000 visits.

Our Swedish colleagues, Mr. Andersson reveals, are ground between the upper and nether millstones of mounting masses of modern records and shrinking space in which to house them. The National Archives has not been able for several years to receive new accessions. A royal commission is studying the question of "weeding" the files, and many of its proposals have already been put into effect. More "weeding" is in prospect.

CARL L. LOKKE

National Archives

New Zealand, National Archives. *Preliminary Inventory No. 5, Archives of the Provinces of Otago and Southland*. (Wellington, Department of Internal Affairs, April 1955. Pp. 16.)

This inventory describes the records of two provincial governments in the southern part of South Island, New Zealand, for the years 1853 to 1877. When New Zealand was divided into six provinces by the Constitution Act of 1852, this area became the province of Otago with its capital at Dunedin. As in all the provinces, the freeholders and leaseholders elected a superintendent and a provincial council for a term of 4 years, with power to legislate on local matters subject to the veto of the Governor of New Zealand. The provincial council established an executive council to advise the superintendent in the exercise of his executive power. The most important administrative functions in the hands of the provinces related to immigration, public works, education, public health, jails, and police.

After the settlers around Invercargill had sought independence from Otago for several years, their request to be recognized as the province of Southland was granted in 1861 under the New Provinces Act of 1858. In 1870, however, chiefly because of dwindling revenue, Southland was forced to reunite with Otago. During the 1870's, when the General Government of New Zealand inaugurated a large-scale program of road, railroad, and telegraph improvement and encouraged more immigration, there was less need for provincial governments. All the provinces were abolished in 1876 by the Abolition of Provinces Act, and their place was taken to some extent by counties and municipalities.

The records of the province of Otago passed into the hands of the General Government in 1877 and are still arranged according to office of origin and function. They consist of the journals and papers of the provincial council, the minutes of the executive council, the correspondence of the superintendent, and some fiscal and legal files. Soon after the reunion of Southland with Otago, the archives of the former province came into the custody of the provincial council of Otago, and the council ordered their rearrangement and cataloging by subject. The result is that the records of governmental units similar to those of Otago are filed under such subject headings as "Cemeteries," "Financial," and "Gold Fields." Unfortunately, about a third of the Southland archives are missing and are represented in the inventory only by titles.

The introduction includes an administrative history of New Zealand and of the two provinces for the period as well as a short history of the archives of each province. In the body of the inventory the records are described in series entries, each of which gives the title, date span, volume, and a brief description. An appendix lists the official publications of both provincial governments.

To the researcher, this inventory will be useful because it will enable him to determine which records are likely to contain the information he desires. As was the case with the four previous inventories, the compiler in the National Archives (formerly called the Dominion Archives) is left completely

anonymous. It would be interesting to hear a comparison of the problems of reference which must arise on these two groups of records—the one arranged according to provenance and the other in an artificial order created by later custodians.

FRANCIS J. HEPPNER

National Archives

Lancashire Record Office Report for 1954 [by R. Sharpe France (?) for the Lancashire County Council]. (Preston, T. Snape & Co. Ltd., 1955 (?). Pp. 24.)

The Civil War in Lancashire. [Lancashire Record Office "Materials of History," pamphlet no. 5]. (Preston, T. Snape & Co. Ltd., 1955. Folded sheet, unpagged.)

Lincolnshire Archives Committee, Archivists' Report, 25 March 1954-30 March 1955, by Joan Varley and Dorothy M. Williamson. (Lincoln (?), W. K. Morton and Sons, Sleaford and Bourne, 1955. Pp. 67.)

Report for 1954, by M. F. Bond. [House of Lords Record Office memorandum no. 12]. (Westminster, 31st December 1954. Processed, pp. 10.)

Enough predecessor publications of these vocal but fundamentally dissimilar British record offices have been reviewed in this magazine to justify waiving any long introductions. For their most recent reporting year the record offices compare in number of searchers served about as follows: Lancashire, 1,350; Lincolnshire, 957; and the House of Lords, 402.

In Lancashire's streamlined annual report, the county Archivist has elected to distinguish his accessions only by brief subject titles, listed alphabetically by name of depositor. Major space is devoted to a discussion of the records of the western deaneries of the Archdeaconry of Richmond and to the collection of Kenyon correspondence. The report is printed on glazed paper, with four full-page illustrations and a colorful cover.

Besides arranging for frequent lectures, about two each week throughout the year, the Lancashire Record Office sponsors a series of inexpensive but neatly printed leaflets designed for distribution when the contents of portable showcases are being exhibited around the county. Pamphlet No. 5, the latest in this series, is entitled *The Civil War in Lancashire*; and though merely a single sheet folded into eight columnar pages, it provides space for an introduction, a list of the exhibited documents, an explanation of local aspects of the Cromwellian period, and a select bibliography.

Lincolnshire's sizable annual report is conservatively printed and appropriately jacketed. Again the Archivist and his assistant have collaborated to good effect in their year's work and in their type of reporting. Half the available pages are analytic essays on new gifts and deposits. Also developed are such other topics as further work on existing deposits, local authority records, diocesan records, dean and chapter records, parish records, and records in other custody. The titles of articles and books published by users of the records at Lincoln continue to show a heavy interest in the Middle Ages.

At Westminster the accessioning of judicial records is growing; and, according to House of Lords Record Office Memorandum No. 12, the nineteenth century is outrunning the seventeenth in popularity for research. The Lords failed in efforts to purchase certain parliamentary records for sale by Lord Braye, and their record office has had to be content with photographs of these records made by the Air Ministry before the originals passed to American ownership. During the year more than 800 plans, presumably plats and maps, were cleaned, repaired, and backed with linen. The flattening and repair of rolled parchment original statutes continues. The upper floors of the Victoria Tower, now renovated, provide space for about 24,000 additional cubic feet of records. This pamphlet reveals the nature of two issuances that have not been noted before: Memoranda no. 9, a catalog of a special display of parliamentary manuscripts, and no. 11, a discussion of the Lord Braye sale.

H. B. FANT

National Archives

Colony of Mauritius. *Annual Report of the Archives Department for the Year 1954*. (Port Louis, Mauritius. J. Eliel Felix, Government Printer, Mauritius, 1955. Pp. 32. 50c.)

This report, like its predecessors, opens with a statement of the functions of the Mauritius Archives and provides a summary of official holdings. In the first part of the year the Chief Archivist A. Toussaint spent 5 months overseas, and in September the Assistant Archivist, awarded a bursary by the Government of the French Republic, left to study archival techniques at the Archives Nationales. There are only two archivists on the staff; other employees are clerks, typists, a plans officer, a photostat operator, a binder, and messengers.

Acquisitions for the year consisted in part of registers of births, deaths and marriages, Port Louis, 1953; municipality, town, and district council records, 1952-1954; 29,677 original deeds; and 211 publications for the library. Lists of the publications are contained in the report. During the year, 300 deeds were calendared and the cataloging of maps and plans previously arranged were completed. A new section for special material was opened; this includes reproductions, currency, and stamps. The archives were used by 1,410 persons, an increase over last year.

The very informative volume, *Early American Trade With Mauritius*, was among the publications issued this year. Copies of some of the documents contained in the volume were furnished by the Archivist of the United States. Plans are being made by the Mauritius Publication Fund Committee for other publications. The bibliographical survey which began in 1951 with the object of tracing and recording all materials relating to Mauritius has progressed; there are now 1,962 entries.

It appears that most of the public archives are still held by the various departments, and if these are accessioned another repository will be needed.

The year 1954 marked the completion of 10 years of service for Dr. Toussaint with the Archives. In a general review of this period he lists the following accomplishments: the separation of the Archives office from that of the Registrar General, 1950; the enactment of new legislation on archives, 1952; the insurance of departmental control, 1953; the establishment of reproduction services, 1949; the bibliographical survey, begun in 1951; and the addition of stacks, the transfer of some Mauritiana from the libraries to the Archives, and the establishment of the Publication Fund in 1951.

Dr. Toussaint has accomplished much, and he has every reason to feel optimistic about the future of the Mauritius Archives.

SARA D. JACKSON

National Archives

Classification of Records, Pakistani System, Progressive Plan, by S. M. Jaffar. Peshawar, [West Pakistan], S. Muhammad Sadiq Khan, 1955. Pp. 20. Illus.)

This pamphlet, prepared primarily for those in charge of records of the government of West Pakistan, contains a system of classification of current records. It lays down the policy, principles, and procedure to be followed in classifying records in all types of offices and institutions of the government. Examples are given to explain and elucidate the system.

The system, known as the progressive plan or the Pakistani system, devised by S. M. Jaffar, Director of Archives, North West Frontier Province Government, was first used for the classification of books in libraries. The author has developed it to be equally applicable to the classification of current records of the government. Three fundamentals of record classification are considered: (1) the *base*, (2) the *plan*, and (3) the *notation*. The *base* is neither limited nor fixed, so that it can easily accommodate any number of subjects. The *plan* corresponds to accepted classification of information or knowledge, each main head to be divided and subdivided as many times as needed. The *notation* consists of Arabic numerals, the oblique (/) and the dot (.), which are common symbols in all languages. The oblique separates the subject or class number from the title (file) number, and the dot distinguishes one division from another, both under subject classification and title (file) classification.

According to the progressive plan the various subjects dealt with in the current records are classified and assigned Arabic class numbers. Number 1 is reserved for general correspondence. The first number of each group is reserved for papers too general in character to be assigned to a specific head as well as for papers too few to justify the opening of a separate head. Such subjects common to all offices and such subjects as are special to specific institutions are to be classified and their numbers assigned in advance with due regard to administrative requirements in each case. A register of the numbers assigned is to be kept in each office or institution. Old numbers, new numbers, and any cross-references are to be kept in the register of files.

Examples of broad classification and close classification are given. The symbols (or numerals signifying subjects) placed before the oblique are called

class numbers and those placed after the oblique are called *file numbers*. The two together are *call numbers*. Location marks, for records accommodated in several blocks, rooms, or racks, are added to the call number for the sake of convenience.

The progressive plan is a scientific system of classification of current records, lending itself to standardization of subjects and symbols, signifying them as easily in relation to a group of offices as in relation to a single office. The author contends that "such standardization will not only be possible but positively profitable in West Pakistan when all the Provinces, etc., are merged and made into one Unit."

He also says: "Though the *Progressive Plan* and the relevant notations are perfect in every respect and permit of unlimited expansion, there is always, in actual practice, a point up to which classification can be carried with advantage and beyond which it begins to become more and more cumbersome. What is that point? It will differ in different cases and will be determined in each case, by the record-keeper concerned, keeping in view the bulk of records and the nature of their contents."

S. M. Jaffar, Director of Archives, North-West Frontier Province Government; member of the Pakistan Historical Records and Archives Commission, corresponding member of the Indian Historical Records Commission, convener of the Regional [Records] Survey Committee for N.W.F.P. and Frontier States, formerly professor of history at Islamia College, Peshawar, and the author of works on the classification of books and record keeping, is well qualified to devise and establish a system of classification for current records.

EMMA M. SCHEFFLER

Illinois State Library

The Rolls and Register of Bishop Oliver Sutton, 1280-1299, vols. 1-3, edited by Rosalind M. T. Hill. [Lincoln Record Society Publications, vols. 39, 43, and 48.] (Hereford, England, 1948, 1950, 1954. Pp. 1, xxvii, 295; xix, 205; lxxxvi, 250.)

This review is concerned with the three volumes published so far in a series dealing with the records of Oliver Sutton's episcopate. Sutton was Bishop of Lincoln from 1280 to 1299. In each volume the text is preceded by a section on abbreviations and notes and by an illuminating introduction. Following the text there are in each volume an index of subjects, an index of persons and places, and an index of counties and countries. Volume 3 contains also a short list of corrections for volumes 1 and 2 and an itinerary of Sutton during the years of his episcopate.

The introduction to volume 1 gives a careful description as a whole of the Sutton manuscripts, which are preserved in the Diocesan Record Office at Lincoln. They include one large volume and six rolls. During the first 10 years of Sutton's episcopate the records were kept in rolls. The memoranda and institution rolls for the archdeaconries of Oxford, Huntingdon, and Buckingham have disappeared. The institution roll for the archdeaconry of

Leicester has been mutilated. The institution rolls for the archdeaconries of Lincoln, Stow, Northampton, and Bedford are complete and cover the years from 1280 to 1290.

Volume 1 contains records of the institutions relating to the archdeaconry of Lincoln. Normal entries have been calendared in abbreviated form. In the case of an unusual entry such as a disputed presentation, a license for the appropriation of a church or an election in a religious house, a transcription in full has been made and is preceded by a short summary in English. This volume with its records of routine administration throws light on the personality of the bishop as well as on certain conditions of the times. It reveals a man who insisted on maintaining the canon law inviolate. He was meticulous about the use of proper form and procedure in all documents. He would allow nothing that might prejudice the rights of his see. Furthermore he was careful in providing that vicars should have adequate dues. In the archdeaconry of Lincoln papal provisions to livings were extremely rare. The men instituted to benefices were with few exceptions of English birth, generally from the surrounding counties. A dispute about a presentation was settled in the king's courts.

Volume 2 covers the institutions in the archdeaconry of Northampton (the counties of Northampton and Rutland). As in the archdeaconry of Lincoln the same emphasis is found on the enforcement of canon law and on regularity of procedure. Elections are often quashed by the bishop because of faulty procedure, but the candidate nominated is frequently duly appointed and instituted by the bishop on his own responsibility. The parochial clergy are predominantly English and generally from the neighborhood. There is no evidence of an undue amount of papal provisions. We find interesting regulations laid down for the founding of chantries and the endowment of hospitals for the sick or the poor.

Volume 3 contains the memoranda for the period 1290-99. The memoranda cover a variety of topics such as sentences of excommunication, indulgences, commissions, letters dimissory, dispensations, appeals, and proxies. The introduction to this volume is in two sections. The first is a discussion of the bishop and his family. The second deals with the bishop and his diocese. This introduction is a significant contribution in that it presents a well-rounded and detailed picture of the role of an English bishop in the late thirteenth century. The editor has made skillful use of her massive materials and with judgment and discrimination has written an account from which the reader gains not only a familiarity with the manifold duties of the bishop but also an insight into the personality of the man himself. The able editing of these volumes is an outstanding example of how an accumulation of apparently dry records can come to life in the hands of an editor who is both highly trained and gifted with sound historical imagination. Those who have profited by these three volumes will await with interest the concluding issues in the series.

DOROTHY BRUCE WESKE

Barrington, Rhode Island

Official Publications of the Colony and State of North Carolina, 1749-1939; a Bibliography, compiled by Mary Lindsay Thornton. (Chapel Hill, University of North Carolina Press, 1954. Pp. [x], 347, front.)

The culmination of the work of a quarter century is this checklist of more than 4,000 publications of the State of North Carolina, from colonial to modern times. Miss Thornton, librarian of the North Carolina collection at the University of North Carolina Library, undertook her study of the State's documents in 1921 and with pardonable pride presented her completed work to the scholarly world in March 1954.

In the tradition of Bowker or Hasse, the present work offers an alphabetical author list, with full cataloging information, appropriate references, and a serviceable index. With the symbols made familiar to us through their use in numerous union lists, the holdings of nine libraries in North Carolina and nine elsewhere are indicated. The record of holdings of the Huntington Library, the University of Chicago Library, and the Public Record Office in London indicates the extent of Miss Thornton's researches. The Public Record Office holds copies of 12 publications (nos. 464, 836-838, 1818, 1819, 1821-1823, 1825, 2088, and 2095) — all, as might be expected, belonging to the colonial period.

A useful feature is the brief administrative history of each department, preceding the description of its publications. Such histories are sometimes given for agencies which issued no publications before the bibliography's terminal date of 1939.

It may be said that the bibliography displays at the same time the advantages and disadvantages of the alphabetical over the classified list. For the librarian, publication in hand, it performs its intended function admirably.

The archivist might prefer a classified arrangement that would reveal administrative organization or hint at chronology. A kind of classification is achieved in the handling of entries for *General assembly*, *Governor*, *Laws*, *statutes*, etc., and one or two other such entries, where by the device of ignoring in filing the parenthetical "Colony" — as in (*Colony*) *General Assembly* — it has been possible to list together all publications of the colonial and statehood periods.

The lack of entry under *State Department of Archives and History*, whose splendid reports are well known in the archival world, must not disturb the archivist. This department was known as the *Historical Commission* until 1943, when its name was changed by act of the General Assembly; and its publications until the end of 1939 are entered under the earlier name.

Such information has been given in a supplementary checklist, issued in mimeographed form by the documents department of the University of North Carolina Library from January 1940 to December 1946 and resumed in August 1952.

DOROTHY V. MARTIN

Burton Historical Collection
Detroit Public Library

News Notes

MARY C. LETHBRIDGE, *Editor*

United States Information Agency

SOCIETY OF AMERICAN ARCHIVISTS

The *American Archivist* is one of the journals noted in two new reference works on periodicals. *Contents in Advance*, which reproduces tables of contents of current periodicals in the library and documentation field, carried in its volume 1, nos. 4-5, the table of contents of our April 1955 issue. The *H. A. Bulletin; a Companion Publication to Historical Abstracts Quarterly* published abstracts of selected articles from our journal in its first issue.

William D. Overman, treasurer, 346 Castle Blvd., Akron 13, Ohio, will for a limited time pay \$1 per copy for the following issues of the *American Archivist* in good, clean condition: vol. 1, nos. 1-4; vol. 2, nos. 1-4; vol. 3, nos. 2-4; vol. 4, nos. 1-2; vol. 10, nos. 1-4; vol. 11, nos. 1, 2, 4; vol. 13, nos. 3-4; vol. 14, nos. 1-4; and vol. 15, nos. 1-2. He will pay 50 cents each for the following issues in good, clean condition: vol. 6, nos. 1-3; vol. 7, nos. 1-4; vol. 8, no. 3; vol. 9, nos. 1-4; vol. 11, no. 3; vol. 12, nos. 1-4; vol. 13, nos. 1-2; vol. 15, no. 4; vol. 16, nos. 1-4; and vol. 17, nos. 1-4. Offers will be filled as received. *Do not ship issues* you wish to sell until you have written the treasurer about them.

Have you changed your address recently? Please notify the treasurer at once so that issues of the *American Archivist* will reach you promptly and at least cost to the Society.

NATIONAL ARCHIVES AND RECORDS SERVICE

Preliminary inventories have recently been issued describing the cartographic records of the Office of the Secretary of the Interior and the records of the Office of the Pardon Attorney, the Extension Service, the President's Commission on Migratory Labor, and the Select Committee of the House of Representatives to Investigate Acts of Executive Agencies Beyond the Scope of Their Authority, 1943-46.

The Commission on the Organization of the Executive Branch of the Government (Hoover Commission) unanimously endorsed the records management activities of the General Services Administration which are carried on by the National Archives and Records Service. The Commission recommended that GSA be given authority and support necessary to supply staff guidance for a Government-wide paper work management program and to perform specific tasks in that field. Part II of the Commission's Task Force report on paperwork management and Part II of the Commission's report to Congress on the same subject can be purchased from the Superintendent of Docu-

ments at 25 cents and 15 cents respectively. The reports bear the title "The Nation's Paperwork for the Government — An Experiment."

The Office of the Governor of New York and the New York State Library have placed in the Franklin D. Roosevelt Library on an "extended loan basis" the official correspondence of Franklin D. Roosevelt as Governor of New York and Herbert Lehman as Lieutenant Governor. The Library has also received on loan from Mrs. Roosevelt and her children several thousand "family letters" that were not included in the original gift of Roosevelt papers. Myron Taylor has given the Library his personal papers relating to his mission to the Vatican and to his work on the international refugee problem. The Roosevelt "family letters" are open for use only upon authorization of the family, and the Taylor Vatican papers are not yet available for research.

LIBRARY OF CONGRESS

Herbert Putnam, Librarian of Congress from 1899 to 1939, and Librarian Emeritus by act of Congress, died on August 14 at the age of 93. His services to the Library and the world of scholarship were so distinguished and are so well known to our readers that to repeat them here would be a redundancy.

The papers of Douglas Southall Freeman, more than 50,000 pieces, 1931-52, have been presented to the Library. They document not only Dr. Freeman's historical and biographical interests but also his association with Columbia University as a professor of journalism and with the Army War College as a lecturer. When the papers have been organized they will be available by special permission, which should be requested through the chief of the Manuscripts Division.

About 30,000 papers, 1915-48, of Otto S. Beyer, consulting engineer, economist and specialist in labor-management relations have been given to the Library. During Mr. Beyer's military service in World War I, he developed an effective program of union-management cooperation in Army arsenals. For some 13 years thereafter, he was a consulting engineer both for unions and management of railway systems and industrial concerns, and he later held a number of advisory posts in the Federal Government.

Judge Learned Hand has presented to the Library 25 volumes of manuscript notes kept while he was U. S. District Judge of the Southern District of New York. Entitled "Minutes of Trials," they contain concise summaries of trials in criminal, civil, and admiralty courts presided over by Judge Hand from November 1909 to October 1924.

Fleet Admiral William D. Leahy has given the Library his diaries, 1897-1952. The 15 volumes contain personal notes made by the Admiral for his own reference and include original letters, photographs, and signed documents. The material antedating 1941 is available for reference use but not for publication; later diaries may be studied only by special permission, which should be requested through the Chief of the Manuscripts Division.

Copies of a 262-page *Checklist of Archives in the Japanese Ministry of*

Foreign Affairs, Tokyo, 1868-1945, which were microfilmed for the Library, are now available from the Chief of the Photoduplication Service of the Library for \$2 each.

FOREIGN NEWS

Italy

Word has been received of the establishment in Rome of new headquarters for the Institute of the Pathology of the Book. The \$150,000 building will house activities looking into "the ills of books and what can be done to prevent their decay." Founded by the late Alfonso Gallo in 1938, the institute is now under government supervision. In addition to conducting research in biological, microbiological, chemical, and physical fields, the institute runs its own paper mill and coordinates anti-termite "warfare" in some 500 major libraries and archives in Italy.

Spain

The Dirección General de Archivos y Bibliotecas has issued since 1952 the following guides to archives: *Archivos de Madrid* (1952), *Archivos de Barcelona* (1952), *Guía del Archivo General de Navarra* (1954), and *La Sección de Universidades del Archivo Histórico Nacional* (1953). It has also published the *Catálogo de la Documentación de la Cancillería Regio de Pedro de Portugal*, vol. 1 (1953), and the *Inventario General de Manuscritos en la Biblioteca Nacional*, vol. 1, nos. 1-55 (1953).

CALIFORNIA

The Bancroft Library of the University of California has issued a 28-page mimeographed *Preliminary Guide to the Microfilm Collection in the Bancroft Library*. Prepared by Mary Ann Fisher, it describes briefly the various archives from which film has been received; gives an indication of the extent of the subject matter and inclusive dates of material from each source; and lists a few bibliographic aids which have been found helpful in working with the film. The library has carried on filming programs in recent years in archives in France, Great Britain, Mexico, the Netherlands, Portugal, and Spain.

Issues of *Bancroftiana*, published by the Friends of Bancroft Library, are often filled with information useful to archivists and manuscript curators as well as to librarians and historians. The May 1955 number, for instance, describes important additions to the Jedediah Smith family papers, the William Alexander Carter papers, and the Elbert P. Jones papers — all important collections for the history of California and the West; announces the transfer from the Baker Library of Harvard University of the papers of Albert Dibblee, pioneer San Francisco merchant (1821-95); and mentions the purchase of 142 letters relating to the conquest of California and naval operations off the Pacific coast of Mexico. The last are chiefly the papers of Lt. Theodorus

Bailey while in command of the U. S. S. *Lexington*, 1846-48. The last three pages of the number are devoted to part 2 of a useful survey of the Thomas W. Norris papers in the Bancroft Library.

The University of California General Library at Berkeley is making available microfilm copies of unpublished materials from the German Foreign Ministry files. Over 400,000 pages of documents, chiefly for the Bismarck era, have been filmed by the university from among the ministry files that were moved to England during the Berlin blockade.

KANSAS

Senate Bill No. 300 establishes the Eisenhower Presidential Library Commission of five members for the purpose of providing a site in Abilene for a library building to house the presidential papers of Dwight D. Eisenhower. The legislation includes an appropriation of \$50,000 to buy a site adjacent to the President's boyhood home and the Eisenhower Museum and authorizes the commission to accept contributions toward the construction of a library building on that site. (The Eisenhower Foundation, a nonprofit Kansas corporation, has already spent \$350,000 in developing the Eisenhower Museum, which now contains more than 2,400 items valued at more than \$1,500,000.) The legislation assumes that the National Archives and Records Service will operate and maintain the Eisenhower Library when it is completed.

Nyle H. Miller has been appointed secretary of the Kansas State Historical Society.

LOUISIANA

John C. L. Andreassen, former Director of Administration at the Library of Congress and member of the Society of American Archivists, has been named associate director of the Louisiana Archives Survey. Authorized by the State legislature, the survey will collect data on colonial, territorial, and State records, and those of parishes and municipalities as well, and will make recommendations for their future preservation. Wade O. Hampton, Jr., is director and Edwin Davis, head of the department of history at Louisiana State University, is chief consultant.

MARYLAND

The war records division of the Maryland Historical Society has reached a long sought goal in acquiring the individual military service records of the more than 200,000 Marylanders who served in World War II. In April the division received permission to take custody of them. Harold R. Manatee is director.

MASSACHUSETTS

The Women's Archives at Radcliffe College has issued a leaflet reporting some of its acquisitions and accomplishments during the year. Elizabeth

Borden is director and Mary E. Howard is archivist of the rapidly growing depository.

MICHIGAN

The Detroit Records Management Association has elected the following officers for 1955-56: president, John F. X. Britt, Ford Motor Co.; first vice-president, Vernon L. Beal, Michigan Historical Commission; second vice-president, Warren A. Cook, Michigan Bell Telephone Co.; recording secretary, Clara McLaughlin, McLouth Steel Corp.; and corresponding secretary, Grace Gardner, Harper Hospital. Executive board members elected include Grace McIntosh, American Natural Gas Service Co.; Carolyn D. Starkweather, Standard Accident Insurance Co.; and John E. Miller, Michigan State Records Center.

MINNESOTA

Russell W. Fridley, former assistant director and recently acting director of the Minnesota Historical Society, has been appointed director of the society.

MISSISSIPPI

Charlotte Capers, research and editorial assistant in the Mississippi State Department of Archives and History since 1938, has been elected director of the department, to succeed William D. McCain. Dr. McCain, past president of our Society, resigned as director of the Department of Archives and History to become the president of Mississippi Southern College, Hattiesburg. Miss Capers has acted as director of the department on three occasions when Dr. McCain was called into military service. She is managing editor of the *Journal of Mississippi History* and a member of the Society of American Archivists.

MISSOURI

The Concordia Historical Institute, which houses the Missouri Synod Lutheran Church archives, has begun to issue monthly "messages from headquarters," to supplement its formal quarterly. Director Suelflow reports that since Jan. 1, 1955, more than 17,000 pieces have been accessioned by the institute and that during 1954 more than 3,000 visitors and 180 researchers called at its quarters.

NEBRASKA

The papers of J. Sterling Morton, Secretary of Agriculture in Cleveland's cabinet and founder of Arbor Day, have been transferred from the University of Nebraska to the State Historical Society. The society has begun a project, sponsored by the Norden Club of Lincoln, to collect source materials on the Scandinavians in Nebraska.

NEW JERSEY

Princeton University announced in May the acquisition of the André de-Coppet collection of American historical manuscripts. Valued at more than \$270,000, the manuscripts date from 1566 to 1942, but chiefly from the establishment of the United States through the Civil War. The collection is an "autograph collection" in the sense that it consists largely of manuscripts from the hands of important national figures. It includes over 170 papers of Washington, 150 of Lincoln, more than 100 each of Grant and Wilson, 40 of John Adams, and 29 of Jackson.

The archives of the American Civil Liberties Union will be preserved at Princeton University Library after they have been microfilmed by the New York Public Library. Until now the materials for 1917-46, in some 3,000 large scrapbooks, have been housed in the New York Public Library. The fully cataloged microfilm in the New York Public Library and the original records at Princeton are unrestricted.

NEW YORK

Columbia University is planning the comprehensive publication of the papers of Alexander Hamilton, to be edited by Harold Syrett of its history faculty under an editorial board of which John A. Krout is chairman. Grants for the project, which will cost some \$200,000, have been made by the Rockefeller Foundation and Time, Inc. Hamilton is one of the "Big Five" whose papers the National Historical Publications Commission recommended for extensive and priority publication.

Dorothy C. Barck has been appointed librarian of the New York State Historical Association at Cooperstown. She succeeds James Taylor Dunn, who recently became librarian of the Minnesota Historical Society. Miss Barck has served successively as editor-librarian of the New York Historical Society of New York City and as superintendent of Washington's Headquarters and Museum at Newburgh, N. Y.

During the week of September 18-24, the New York Historical Association presented a short course on "historic housekeeping" at Cooperstown in cooperation with the National Trust for Historic Preservation. Between June 26 and July 9 the association also conducted its eighth annual seminars on American culture. One of these dealt with "local historians and local historical societies," and another considered the topic "first aid to paintings." The popularity of the association's training programs is reflected in the wide support they have received.

The Spring 1955 issue of the University of Rochester *Bulletin* contains two articles on the Thomas E. Dewey papers, recently acquired by the university. G. G. Van Deusen tells briefly how the papers came to be given to the university, and Margaret Butterfield describes them in a companion article.

The National Records Management Council announces the removal of its offices to 555 Fifth Avenue, New York 17. Recent publications of the

council are an *Index to Federal Record Keeping Requirements* (32 p., \$2), a reprint from the January 1955 issue of *Office* of an article by Robert Shiff entitled "Operation Time Capsule; a Technique to Preserve the Memory of Business," and *Standards for Filing Engineering Drawings*.

The second annual conference on records management sponsored by the National Records Management Council was held at New York University September 19-20. This year's conference highlighted integration of paper-work controls, with particular emphasis on the role of electronic equipment.

The 1955 NRMC fellowships for advanced study in records management and archives administration have been awarded to John W. Porter, chief of the Federal Records Center in Boston; Paul T. Veillette, acting records officer for the State of Connecticut; and William L. Wrigg, chairman of the social studies department in the Elmont, Long Island, junior high school. The \$1,000 awards provide for 3 months intensive study under the supervision of the council.

NORTH CAROLINA

Recent legislation authorizes the governing bodies of counties and municipalities to appropriate nontax revenues for the support of historical associations, museums, or similar organizations. Such funds may be spent for preserving historic sites or buildings, publishing materials, establishing and maintaining museums, and so forth. The law also permits governing bodies to allot space in local public buildings for use by such organizations.

The basic act of the Department of Archives and History was revised by the last legislature. Although most changes involved clarification and rephrasing, one new provision gives to the department the administration of the State's historic and archeological properties.

The department's Division of Archives has received microfilm copies of Chowan County deeds, 1745-48; Wake County deeds, 1785-88; and Currituck County wills, 1792-1810.

OHIO

The Cincinnati Bar Association and the University of Cincinnati Law School have established a project for the location and publication of the papers of John Marshall, Chief Justice of the United States, 1801-35. Irwin S. Rhodes of Cincinnati, who is general chairman of the project, will work closely with the National Historical Publications Commission.

PENNSYLVANIA

The editor and council of the Pennsylvania Historical Association announce that the "Livingston Indian records," owned by Mrs. William H. Osborn and deposited with the Franklin D. Roosevelt Library in Hyde Park, N. Y., will be published in the January 1956 issue of *Pennsylvania History*. These papers are chiefly copies and drafts of the transactions of Robert Livingston

(1654-1728) as Secretary for Indian Affairs of New York Colony. Beginning in 1666, they antedate any previously published sources on the relations between the Iroquois and the English. The manuscripts are being edited for publication by Lawrence H. Leder, fellow in history at New York University.

Solon J. Buck and Henry Eddy recently spent a day at Bethlehem examining Moravian archives and serving as consultants to the Archives Committee of the Moravian Church in America, Northern Provinces.

The project sponsored by Yale University and the American Philosophical Society, to publish the first comprehensive edition of the papers of Benjamin Franklin, sends out a call for help. Because the papers of Franklin are widely scattered, persons knowing of the existence of any letter to or from Franklin or any manuscript by him are urged to contact the assistant editor, Whitfield J. Bell, Jr., 117 S. Fifth St., Philadelphia 6.

RHODE ISLAND

Brown University recently acquired some original notebooks and documents of John Hay, which contain Hay's observations on events during the Lincoln administration.

TEXAS

Dorothy W. Knepper (Mrs. David W.), director of the Museum of History Association, San Jacinto Monument, sends a processed list of available publications of the association. Its free mailings include a *Bulletin*, begun in 1953 and issued about twice a year.

VIRGINIA

Lester J. Cappon has been elected director of the Institute of Early American History and Culture, succeeding Lyman H. Butterfield. Dr. Cappon formerly was editor for the institute and secretary of the Society of American Archivists.

Gen. George C. Marshall plans to present his papers and mementos for preservation in a special library at the Virginia Military Institute. Organizations, public and private, are being urged to cooperate with sponsors of the project.

John M. Hemphill of the University of Virginia has been in England discovering hitherto unknown American manuscripts. Reports of his activity are available from Edward M. Riley, director of research, Colonial Williamsburg. Hemphill's first report describes the letter-books of William Cuninghame & Co., 1767-74.

Mimeographed reports on manuscript accessions of the University of Virginia Library are prepared by Francis Berkeley, Jr. Major accessions reported are usually described in our news notes section, but because Mr. Berkeley frequently reports the addition of dozens of important single items

or small groups of papers that cannot be economically mentioned in our pages, our readers may wish to request copies of his releases.

William Runge has succeeded James A. Bear, Jr., as assistant in Manuscripts at the University Library.

As a part of Virginia's 350th anniversary celebration in 1957, a project to locate, list, and microfilm Virginia's colonial records in British depositories and elsewhere has been established. Funds have been made available for a 2-year operation of the project, which is under the direction of William J. Van Schreeven, Virginia State Library, and Francis L. Berkeley, Jr., University of Virginia Library. A series of survey reports prepared by George R. Reese, now in London, are being issued as records are identified. These will be sent to individuals and institutions who request them from the University of Virginia Library, Charlottesville. Correspondence concerning the project should be addressed to Mr. Van Schreeven at the Virginia State Library, Richmond 19.



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